




## **Read&Write 8 Gold Training Guide**



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# 1. INTRODUCTION

Read&Write 8 Gold is designed to provide help to computer users with reading and writing difficulties. It can read text aloud and help you construct words and sentences. It also has many other features, such as advanced spell checking, document scanning and Internet tools, to name but a few.

This guide is designed to familiarise you with all aspects of the system. As well as learning how to use the many facilities offered in Read&Write 8 Gold, you'll also learn how to set up the system so that it'll operate in exactly the way you want it to.

This guide is split into the following three sections:

- **Basic Exercises** – these exercises will help you learn all of the basic skills you need to set up and use the different Read&Write 8 Gold facilities
- **Additional Exercises** – these further exercises will help you learn additional skills that are not necessarily fundamental to the running of Read&Write 8 Gold
- **Teachers Toolkit** – these exercises are designed for use by teachers and trainers only. They provide instructions on how to use the Teachers Toolkit to set up the system for students and to monitor student activity and progress.



## Basic Exercises

# 2. GETTING STARTED

In this section you'll learn how to:

- log into the system
- understand the Read&Write 8 Gold toolbar
- position the Read&Write 8 Gold toolbar
- customise the toolbar.

### Exercise 1 Logging into the system

1. Click on **Start** on the Windows desktop. Select *All Programs*, *Texthelp Systems*, then *Read and Write 8* and then *Read&Write Gold*, as shown below:



Figure 2-1 Read&Write 8 Gold Menu


The Texthelp Login window is displayed (Figure 2-2).



**Login Name** drop down list

**Password** text box

Figure 2-2 Login window

 You may see the User setup wizard displayed instead of the Login window. This will depend on how your teacher or trainer has set up the system. This wizard will help you specify how you want Read&Write 8 Gold to work for you. Follow each step in the wizard to customise your version of the software.

2. Select *Default* from the **Login Name** drop down list.
3. Click on the **Login** button. After a few seconds you see the Read&Write 8 Gold toolbar (Figure 2-3) appear on screen.

### Exercise 2 Understanding the toolbar

In this exercise, you'll learn what each of the buttons on the Read&Write 8 Gold toolbar does.

1. Look at the following table (Figure 2-3) and take note of what each button does.




















 Spell Check button	 Word Prediction button	 Dictionary button	 Word Wizard button	 Show Homophones button
 Sounds Like (Homophone) button	 Hide Homophones button	 Calculator button	 Rewind Speech button	 Play Speech button
 Pause Speech button	 Forward Speech button	 Stop Speech button	 Speech Maker button	 Daisy Reader button
 Pronunciation Tutor button	 Scan button	 Fact Finder button	 Fact Folder button	 Fact Mapper button
 Speech Input button	 Help button	 Read and Write Menu button	 Undock the Toolbar button	



Figure 2-3 The Read&amp;Write 8 GOLD toolbar




- Click on the  drop down list to the right of the  button and make sure the *Show tooltips on toolbar* option is selected. You will know that it has been selected if you can see a tick beside it:

 Show tooltips on toolbar

- Hover your mouse over the  button. You see the tooltip 'Spell Check'. Hover your mouse over the  button. You see the tooltip 'Word Wizard'.  
From now on, if you have difficulty remembering what a button does, hover your mouse over it to see the associated tooltip.

- Click on the  drop down list to the right of the  button. You see a list of options that allow you to setup up how you want the Spell Check facility to work.

 Anytime you want to set up a facility to suit your needs, you click on the  drop down list beside the appropriate button on the toolbar.


 In future, anytime this guide asks you to click on the facility drop down list, for example, the  drop down list, you must click on the  button beside the appropriate button.

### Exercise 3 Positioning the toolbar

You can position the toolbar anywhere on the screen. You can also dock it at the top or side of the screen so that it stays in one place. Let's practice working with the toolbar.



1. Click on the title bar of the toolbar and then drag and drop it onto any position on your screen.
2. Click on the title bar of the toolbar again and then drag and drop it onto the very top of your screen.

The toolbar is docked at the top of your screen. If you want to undock the toolbar,

click on the  button. You can also drag and drop the toolbar to either side if you wish to dock the toolbar to the side of the screen.

### Exercise 4 Setting up toolbar display options

Now that you've docked the toolbar, you can practice changing how it looks.

1. Click on the  drop down list on the toolbar and then select the *My Features* option from the *Current Toolbar* sub-menu.
2. Click on the  drop down list again and select *General Options*.

You see the Display tab of the General Options window (Figure 2-4).

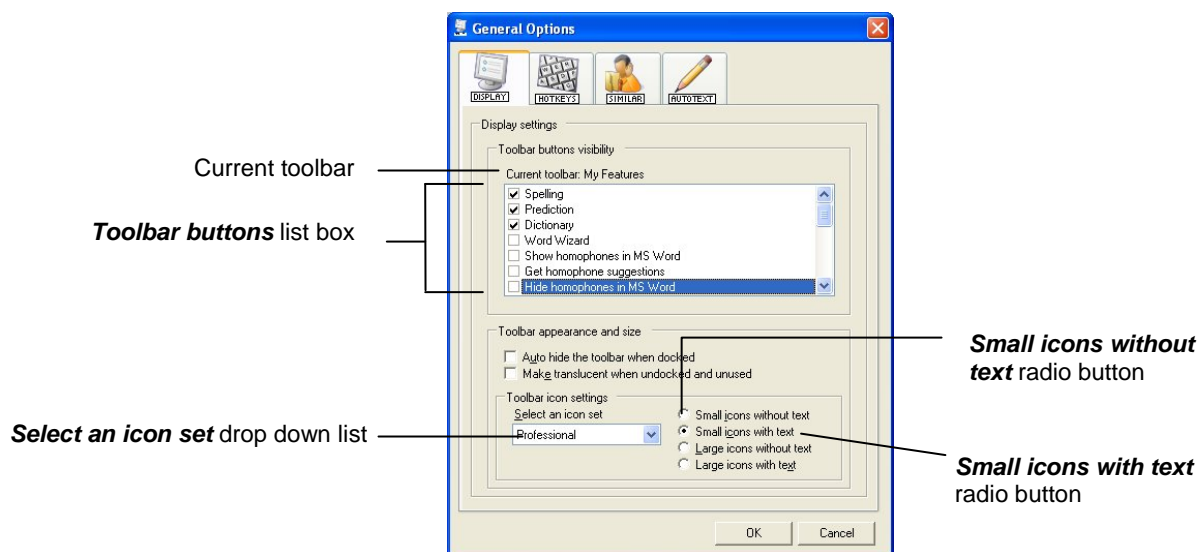



Figure 2-4 Display tab

3. To customise the current toolbar option you selected in step 1, de-select the following check boxes in the **Toolbar buttons** list box:
  - **Show homophones in MS Word**
  - **Get homophone suggestions**
  - **Hide homophones in MS Word.**

4. Select the **Small icons with text** radio button.
5. Select the *Fun* option from the **Select an icon set** drop down list and then click on the **OK** button.

The buttons on the toolbar change in appearance. Notice how you cannot see the Homophones buttons. Now go back to the Display tab and return the toolbar to its original settings by completing the following steps:

6. Click on the  drop down list again and select *General Options*. You see the Display tab of the General Options window (Figure 2-4).
7. Make sure the following check boxes in the **Toolbar buttons** list box are selected:
  - **Show homophones in MS Word**
  - **Get homophone suggestions**
  - **Hide homophones in MS Word.**
8. Select the **Small icons without text** radio button.
9. Select the *Professional* option from the **Select an icon set** drop down list and then click on the **OK** button.

There are four other toolbars available from the Current Toolbar menu. You can also use the Display tab to customise these to suit your needs. These toolbars are as follows:

- All Features – all buttons on the toolbar are visible
- Reading Features – only buttons associated with reading are displayed on the toolbar
- Writing Features – only buttons associated with writing are displayed on the toolbar
- Research Features – only buttons associated with researching are displayed on the toolbar.

### 3. READING TEXT

In this section you'll learn how to:

- select a system voice
- specify how you would like words pronounced
- instruct the system to read letters, words and sentences as you type
- set up screen reading
- set up speech highlighting and use the speech buttons
- check how words are pronounced
- read text on web pages
- convert text into sound files
- read Daisy books
- navigate a Daisy book
- read a PDF file using PDFaloud.


#### Exercise 1 Selecting a system voice

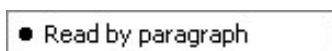
Before you begin this section, type the following text into a blank MS Word document:




**After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.**



*Remember to check that your speakers are switched on before you continue with this section.*

1. Click on the  drop down list on the toolbar and make sure the *Read by paragraph* option is selected. You will know that it has been selected if you can see a dot beside it:



2. Place the cursor anywhere in the paragraph you've just typed and then click on the  button on the toolbar to hear the text read aloud. Click on the  button to stop the system from reading the text.
3. Click on the  drop down list on the toolbar and select *Speech Options*.  
You see the Speech tab of the Speech Options window (Figure 3-1).

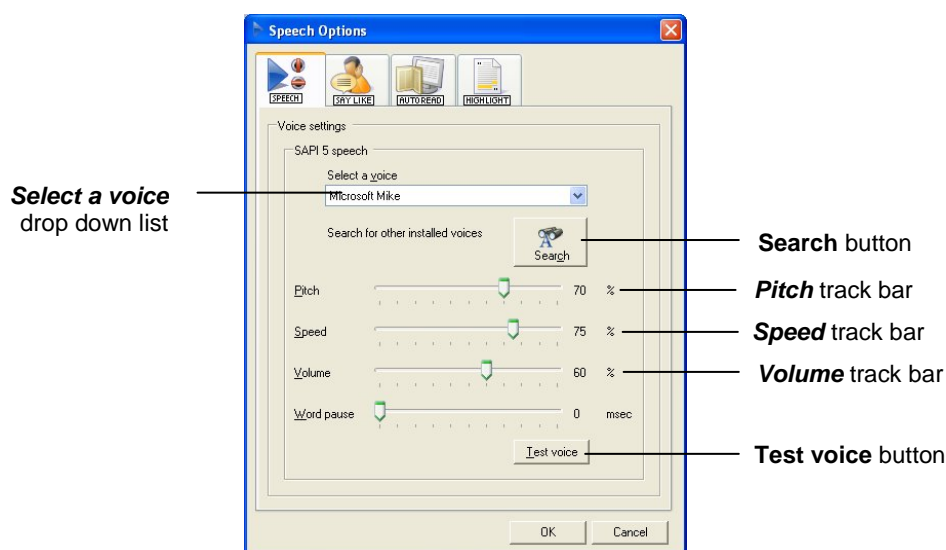



Figure 3-1 Speech tab

4. Select 'Microsoft Mary' from the **Select a voice** drop down list.
5. Drag and drop the track bars to the following settings:
  - **Pitch** – 54%
  - **Speed** – 45%
  - **Volume** – 60%.
6. Click on the **Test voice** button to hear the new voice read aloud.
7. If you're not happy with the voice, change the settings you've just selected in steps 4 and 5. You'll probably find that Emily or Daniel sound the best. You can also click on the **Search** button to search for other speech engine voices.
8. Click on the **OK** button.

## Exercise 2 Changing how words are pronounced

In this exercise you'll learn how to change the way that the system pronounces certain words. This is useful if you occasionally type words that are not commonly used and may therefore be difficult for the system to pronounce.

1. Click on the  drop down list on the toolbar and select *Speech Options*.

You see the Speech tab of the Speech Options window. Click on the Say Like tab (Figure 3-2).

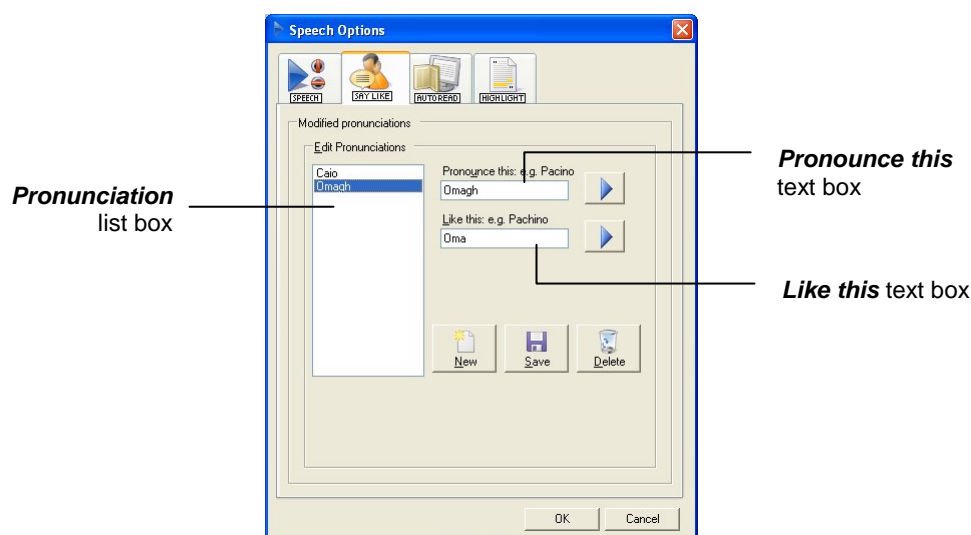





Figure 3-2 Say Like tab

2. Type the word **Omagh** into the **Pronounce this** text box and then click on the  button beside the text box to hear this word read aloud.
3. Type **Oma** into the **Like this** text box and then click on the  button beside the text box to hear the new pronunciation read aloud.
4. Click on the **Save** button to add the word to the **Pronunciation** list box and then click on the **OK** button to close the Speech Options window. Once you've added the word to the **Pronunciation** list box, the word will be pronounced correctly.

### Exercise 3 Instructing the system to read parts of a paragraph

In this exercise you'll learn how to set up the system to read letters and words as you type.

1. Click on the  drop down list on the toolbar and select *Speech Options*.  
You see the Speech tab of the Speech Options window. Click on the Autoread tab (Figure 3-3).

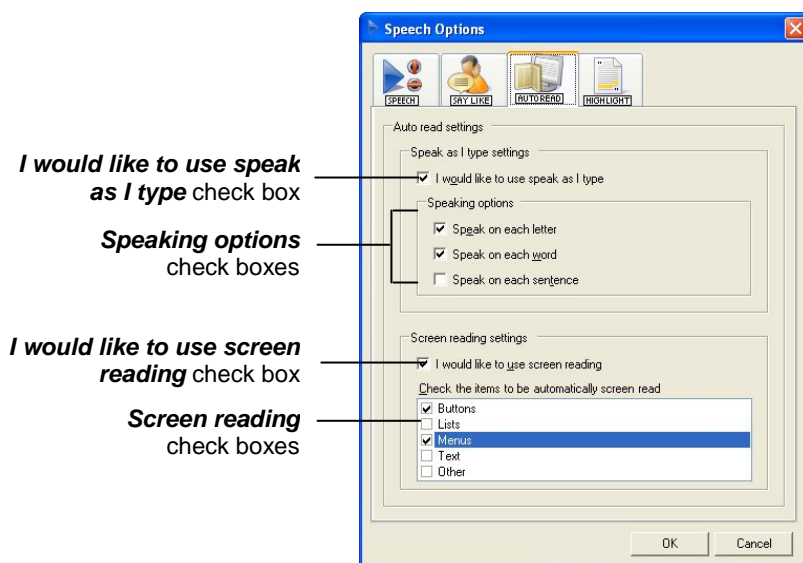



Figure 3-3 Autoread tab

2. Select the ***I would like to use speak as I type*** check box and then select the ***Speak on each letter*** and ***Speak on each word*** check boxes.
3. Click on the **OK** button to save the settings and to close the Speech Options window.
4. Place your cursor after the text you've already typed and then type the following text slowly. As you do so, listen to each letter and word read aloud.

**This was a first for me. I had never felt so alone.**

5. Click on the  drop down list on the toolbar and select the *Speak As I Type* option to stop the system from reading each letter and word as you type.
6. Highlight the word 'alone' in your text, right click on it and then select *Texthelp Spell Aloud* from the popup menu.

You see the Spell Aloud window displayed (Figure 3-4). Each letter of the word 'alone' is read aloud followed by the whole word.

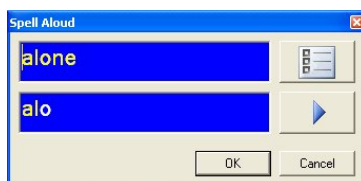


Figure 3-4 Spell Aloud window




7. Click on the **OK** button.



*If you cannot see Spell Aloud, you may have to change your security settings in MS Word. This will involve enabling Texthelp Macros. To do this, please refer to MS Word online help.*


## Exercise 4 Setting up screen reading

In this exercise you'll learn how to set up and use screen reading. The screen reading facility can come in useful if you've trouble reading or understanding items on the screen, e.g. menu options and button labels.

1. Click on the  drop down list on the toolbar and select *Speech Options*.  
You see the Speech tab of the Speech Options window displayed. Click on the Autoread tab (Figure 3-3).
2. Select the ***I would like to use screen reading*** check box.
3. Make sure the ***Buttons*** and ***Menus*** check boxes are selected from the list at the bottom of the screen and then click on the **OK** button to close the Speech Options window.
4. Hover your mouse over the  button on the toolbar. You hear the system say 'Play'.
5. Click on the  drop down list and hover your mouse over *Read by word* and then *Read by sentence*. You hear each menu option read aloud.
6. Select the *Use Screen Reading* option to disable this facility.

## Exercise 5 Setting up speech highlighting and using the speech buttons

In this exercise you'll learn how to specify how you want the system to highlight text as it is read aloud and to use the **Speech** buttons on the toolbar.

1. Click on the  drop down list on the toolbar and select *Speech Options*.  
You see the Speech tab of the Speech Options window displayed. Click on the Highlight tab (Figure 3-5).

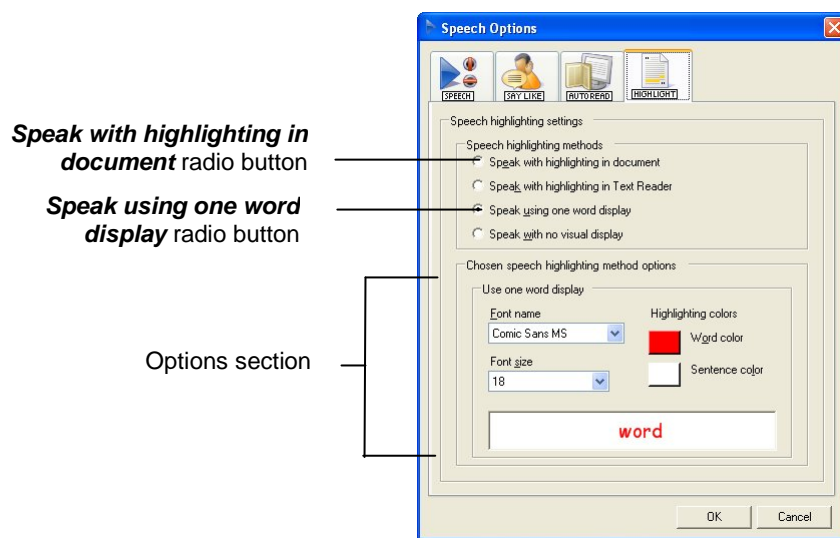




Figure 3-5 Highlight tab








2. Select the **Speak using one word display** radio button.
3. Click on the **Word color** button and select a red colour from the colour palette and then click on the **Sentence color** button and select the white option from the colour palette.
4. Select 50 from the **Font size** drop down list.
5. The 'Speak using one word display' method works better if the system voice is slower. Click on the Speech tab.
6. Drag and drop the **Speed** track bar to 30%.
7. Click on the **OK** button to save the settings and to close the Speech Options window.
8. Click on the  drop down list on the toolbar and select *Read by sentence*.
9. Place your cursor anywhere on the following sentence in your document and then click on the  button:

**It was dead quiet and empty black, except for the starlight.**

You see each word in the sentence displayed in a popup window as it is read aloud. An example of this window is shown below:

black,

10. Keep your cursor in the same position and click on the  button.  
You see each word in the previous sentence displayed in the popup window as it is read aloud. You can also instruct the system to pause reading by clicking on the  button or stop it completely by clicking on the  button.
11. Open the Highlight tab of the Speech Options window again and select the **Speak with highlighting in document** radio button.
12. Select *Violet background with bright green block highlighting* from the drop down list displayed in the Options section.
13. Click on the Speech tab (Figure 3-1).
14. Drag and drop the **Speed** track bar to 50%.
15. Click on the **OK** button to save the settings and to close the Speech Options window.
16. Click on the  drop down list on the toolbar and select *Automatically read next block of text* to ensure that Read&Write 8 Gold will continue to read the next block of text when it has finished reading the current one.
17. Place your cursor anywhere on the following sentence in your document and then click on the  button:

**After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.**


Note how the sentence is highlighted using a violet colour and each word in the sentence is highlighted in pale green as it is read aloud. Also note how the system continues reading the next paragraph once it has finished reading the selected one.

The other highlighting options are as follows:

- **Speak with highlighting in Text Reader** – the selected text will be displayed and read from the Text Reader Window
- **Speak with no visual display** – the selected text will be read aloud without highlighting.

## Exercise 6 Checking how words are pronounced

In this exercise you'll learn how to use the Pronunciation Tutor to check how words are pronounced.

1. Click on the  button on the toolbar to display the Pronunciation Tutor window (Figure 3-6).

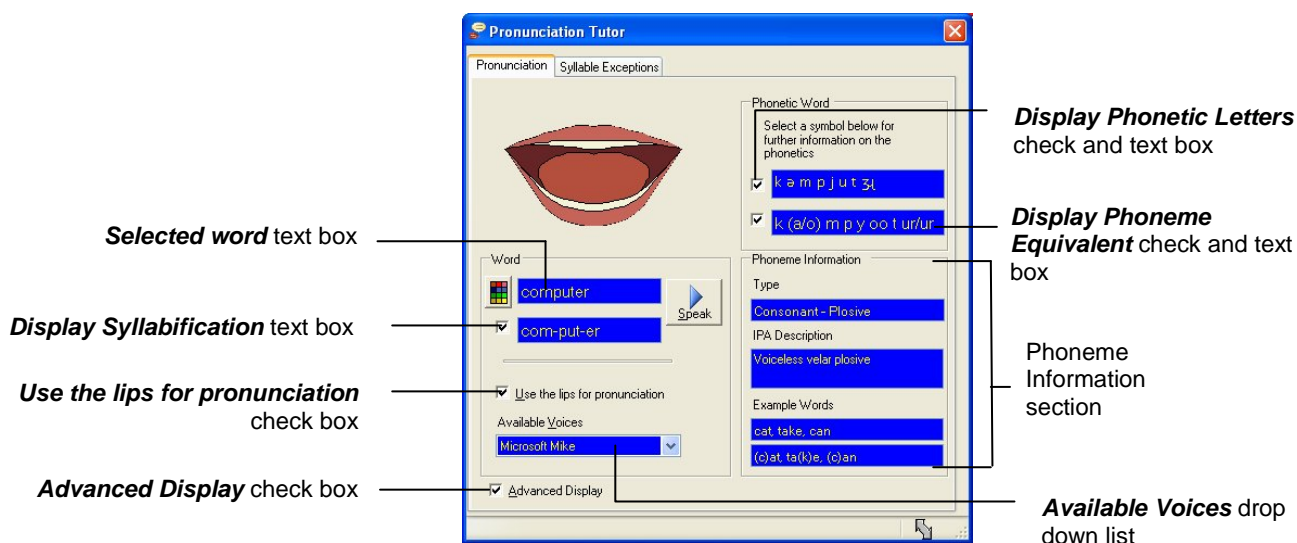






Figure 3-6 Pronunciation tab

2. Click on the  symbol on the bottom right-hand corner of the window and then drag and drop the window until it reaches the size most suitable for you. Any window that has the  symbol can be resized.
3. Select Microsoft Mary from the **Available Voices** drop down list.
4. Make sure the following check boxes are selected:
  - **Advanced Display**
  - **Use the lips for pronunciation**

- **Display Syllabification**
  - **Display Phonetic Letters**
  - **Display Phoneme Equivalent.**
5. Type **computer** into the **Selected word** text box and then click on the **Speak** button.  
Note how the lips and tongue move to show you how to form the word with your mouth. Also note how the word 'computer' is broken down into three syllables in the **Display Syllabification** text box.
  6. Double click on the letter **k** in the **Display Phoneme Equivalent** text box. The Phoneme Information section is populated with information, e.g. words that are also pronounced using the 'k' sound used in 'computer' are listed in the **Example Words** text boxes.


## Exercise 7 Reading text on web pages

In this exercise you'll learn how to use Read&Write 8 Gold to read aloud text on web pages.

1. Click on the  drop down list on the toolbar and make sure the *Web Highlighting* option has a tick beside it as shown below. A tick means that it is enabled.
- 
2. Open your Internet browser window and type **www.texthelp.com** into the **Address** field to display the Texthelp homepage.
  3. Hover your mouse over an area of text until you see it highlighted. You hear the text read aloud. You can also use the other **Speech** buttons on the toolbar to stop, pause or read the previous or next paragraphs.

## Exercise 8 Converting text into sound files

In this exercise you'll learn how to convert text in documents into sound files, using the Speech Maker facility.

1. Highlight the following text in your document:  
**After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.**
2. Click on the  button on the toolbar.  
The highlighted text is displayed in the first window of the Speech Maker facility.
3. Click on the **Next** button. You see the second window in the Speech Maker facility (Figure 3-7).

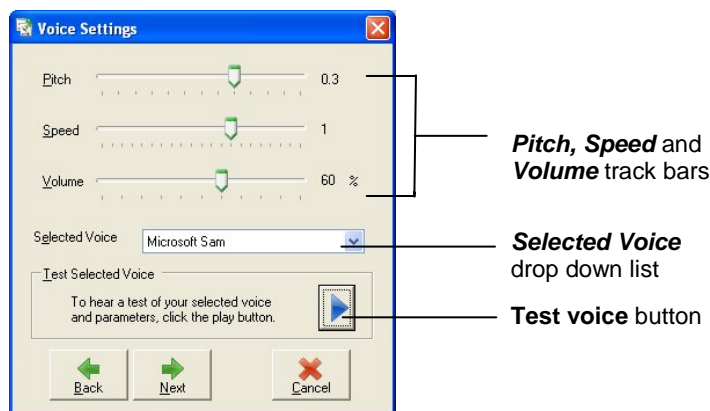



Figure 3-7 Voice settings window

4. Select 'Emily' from the **Selected Voice** drop down list and then drag and drop the following track bars:
    - **Speed** – drag this track bar to 0.3
    - **Volume** – drag this track bar to 80%.
  5. Click on the  button to test the voice. If you decide that you don't like this voice, select another one from the **Selected Voice** drop down list and adjust the track bars until you are happy.
  6. Once you have selected a suitable voice, click on the **Next** button.
- You see the third window in the Speech Maker facility (Figure 3-8).

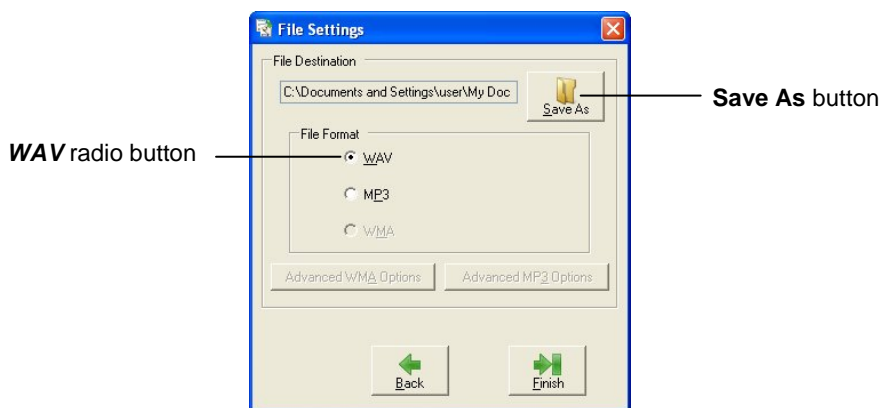





Figure 3-8 File Settings window

7. Click on the **Save As** button to display the Save As window.
8. Browse to the folder in the directory in which you want to save the sound file, type a name for the file in the **File name** text box, and then click on the **Save** button.
9. Select the **WAV** sound file format radio button and then click on the **Finish** button to create the new sound file.
10. Browse to the directory where you saved the sound file and open it to hear the sound file you've just created. You hear the text you highlighted in step 1 read aloud.


Once you've selected the settings which best suit you, it will not be necessary to repeat steps 3 to 9. Instead, click on the  drop down list on the toolbar and select *Create file using last saved settings*. You'll know this has been selected if you see a tick beside it.


Now when you select text and click on the  button, you'll automatically see the Save As window.





If you later decide that you want to change the settings, click on the  drop down list on the toolbar and make sure *Create file using last saved settings* is deselected.

## Exercise 9 Reading Daisy books

Before you begin this exercise, make sure you have a Daisy book saved on your computer.

 If you don't have a Daisy book to work with, you can carry out a search on the Internet for Daisy Books.





- Click on the  drop down list on the toolbar and make sure the *Read by sentence* option is selected. You'll know it has been selected if you see a dot beside it, as shown below:
 

Read by word  
 ● Read by sentence  
 Read by paragraph
- Click on the  button on the toolbar.  
You see the Browse For Folder window displayed.
- Browse to the location in the directory where you have saved the Daisy file, select it and then click on the **OK** button.  
The Daisy book opens in the Daisy Reader window.
- The table of contents for the book is displayed on the left-hand-side of the Daisy Reader window. Click on a page/section to view it.
- Click on the  button on the Read&Write 8 Gold toolbar.
- Click on the  button to read the next sentence aloud. Click on the  button.
- Click on the Display menu and select *Display Options*. You see the Display Options panel displayed.
- Specify that you would like to make the Font Size 20 and the text Bold. If you wish, change the Text and Background Colour by clicking on the colour dropdown. Click on the **Close** button when you are happy with the settings.


## Exercise 10 Navigating through a Daisy book

In this exercise you'll learn how to find the text that you want to read aloud in the Daisy book.


1. Make sure the Daisy book is open. You may need to complete steps 2 and 3 in the previous exercise.
2. Click on the appropriate **Navigation** button to move through the pages:

-  – displays the **first** page in the book
-  – displays the **previous** page in the book
-  – displays the **next** page in the book
-  – displays the **last** page in the book.


Insert bookmarks in the text. To do this:

3. Highlight a word, sentence or paragraph in the passage of text you want to bookmark.
4. Click on the  button. You see the Save Bookmark window displayed.
5. Type **Bookmark1** in the text box provided and then click on the **Save Bookmark** button.
6. Repeat steps 3 to 5 to add another bookmark, and call it **Bookmark2**.


Now practice finding the bookmarked text:

7. Select either *Bookmark1* or *Bookmark2* from the **Bookmarks** drop down list and then click on the  button.

Find specific words in the text. To do this:

8. Type a word that you know is in your Daisy book, in the **Find Text In Book** text box, and then click on the  button.

The first instance of the word or phrase is highlighted in your Daisy book. If you

want to view the next instance, click on the  button again.

## Exercise 11 Reading a PDF file using PDFaloud

PDFaloud is designed to provide help to Adobe Acrobat users with reading difficulties. It does this by reading text aloud from PDF documents, using the Speech Control facility.

You can control how you want to hear the text read aloud by adjusting the speech and the pronunciation settings.

1. Launch Adobe Acrobat Reader and then open a PDF file.

When you open Adobe Acrobat Reader you see the PDFaloud toolbar displayed (Figure 3-9). If you cannot see this toolbar, click on the Windows menu and then select the *PDFaloud toolbar* option from the Toolbars menu.

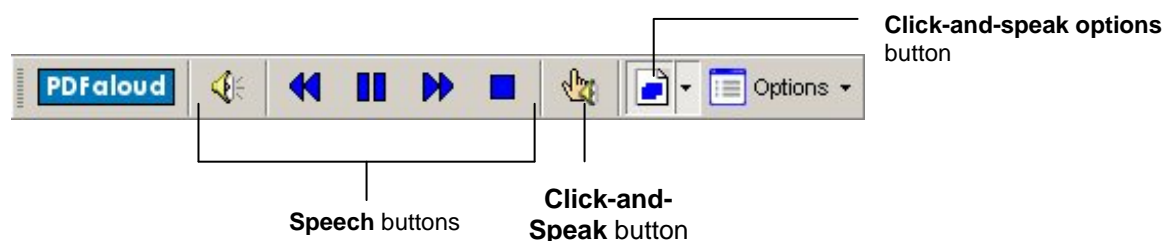


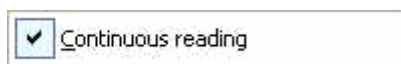







Figure 3-9 PDFaloud toolbar

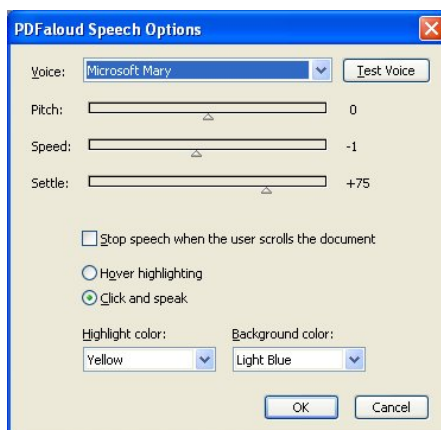
2. Click on the  button on the toolbar. PDFaloud starts to read aloud the document.
3. Click on the  button on the toolbar to stop the system from reading the document.
4. Click on the **Options** button on the toolbar. PDFaloud is set to have Continuous Reading. You'll know it has been selected if you see a tick beside it, as shown below:



5. Turn off the Continuous Reading by clicking on it.
6. Click on the  drop down list and select *By sentence*. This means the Speak facility will read by sentence.
7. Click on the  button on the toolbar and then click anywhere in the sentence you want to hear read aloud.  
PDFaloud reads aloud the selected sentence.

8. Click on the  drop down list and select *By word* and then click on the  button.
9. Click anywhere in the word you want to hear read aloud.  
PDFaloud reads aloud the selected word.

10. Click on the  button on the toolbar again to disable the Click-and-Speak facility. PDFaloud will no longer read aloud text when you click on the document.
11. You can also change PDFaloud speech and pronunciation settings. Click on the **Options** button on the toolbar and select *Speech Options*. You see the PDFaloud Speech Options window displayed (Figure 3-10).



*Figure 3-10 PDFaloud Speech Options window*

12. Select the **Hover highlighting** radio button.
13. Select *Yellow* from the **Highlight color** drop down list.
14. Select *Blue* from the **Background color** drop down list and then click on the **OK** button.
15. Hover your mouse over an area of text. You see the text highlighted and read aloud.




## 4. SPELL CHECKING

In this section you'll learn how to:

- use the Spell Checker
- set up general spelling options
- use the Auto Correct file
- spell check as you type
- add words to the custom dictionary
- review spellings
- add a phonetic replacement.


Type the following text into a blank MS Word document:

 *There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mis-spelt words in your document.*

After the crop duster's old pickup puled away and its tail lights disappeered down the road towards Bannack, I sat on my suitcase and looked arround me. It was dead quiet adn empty black, except for the Montana starlight arround me.

### Exercise 1 Using the Spell Checker and setting up general spelling options

In this exercise you'll learn how to set up general spelling options and use the Spell Checker.

1. Click on the  button on the toolbar. You see the Spell Helper window displayed (Figure 4-1).

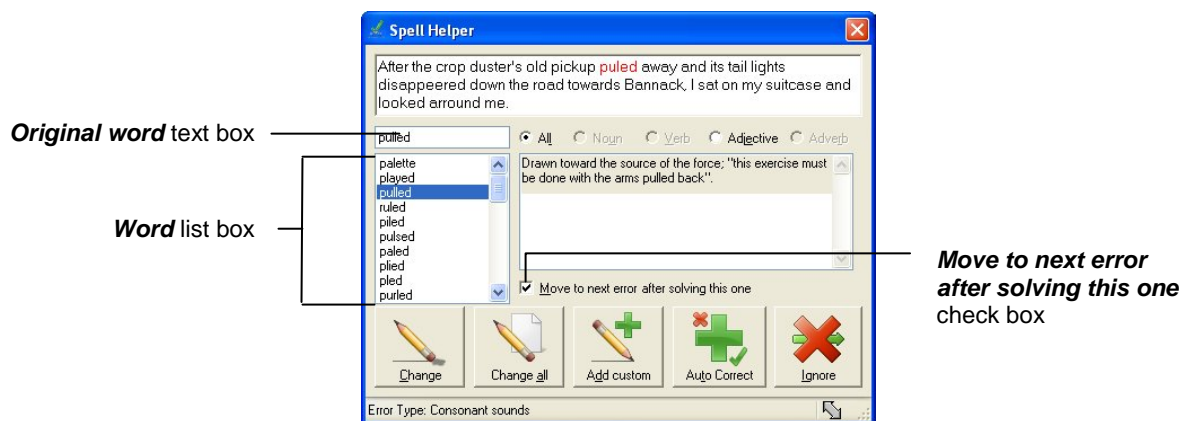




Figure 4-1 Spell Helper window

The first mis-spelt word in your document is highlighted in the **Original word** text box.

2. Make sure the **Move to next error after solving this one** check box is selected to let the Spell Checker know that you want to move onto the next mis-spelt word when you have finished correcting the current one.
3. You can now use the following buttons to correct your spellings:
  - **Change** button – select a word from the **Word** list box and then click on this button to change the mis-spelt word to the selected word
  - **Change all** button – select a word from the **Word** list box and then click on this button to change all instances of the mis-spelt word throughout your document
  - **Add custom** button – click on this button to add the selected word to your custom dictionary
  - **Auto Correct** button – select a word from the **Word** list box and then click on this button to add the mis-spelt word to the auto correct file. In future, when you type the word incorrectly, the Spelling facility will now automatically change the word to the selected word
  - **Ignore** button – click on this button to ignore the mis-spelt word.
4. The Spelling Helper window closes as soon as the spell check is complete. If it doesn't, click on the  button on the top right-hand corner of the window.
5. Click on the  drop down list on the toolbar and select *Spelling Options*.

You see the Custom tab of the Spelling Options window. Click on the Settings tab (Figure 4-2).

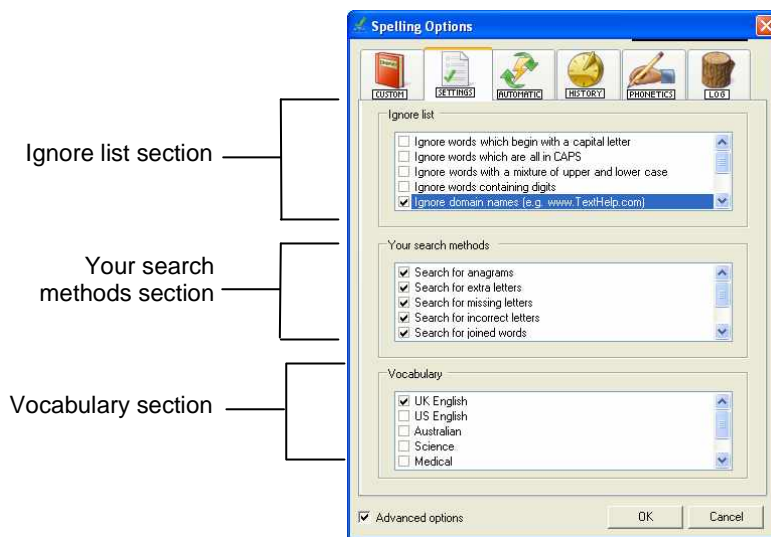



Figure 4-2 Settings tab

6. Select the **Ignore domain names (e.g. www.texthelp.com)** check box in the Ignore list section and then make sure all other check boxes in this section are de-selected.
7. Make sure all of the check boxes in the Your search methods section are selected to specify that you want the Spell Checker to search for all possible types of mistakes.

8. Make sure the **UK English** check box in the Vocabulary section is selected so that the Spell Checker will search for mistakes using US English.
9. Click on the **OK** button to save your settings and to close the Spelling Options window.

## Exercise 2 Using the Auto Correct file and spell checking as you type

In this exercise you'll learn how to configure the Spell Checker to automatically correct commonly mis-spelt words and to spell check as you type.

1. Click on the  drop down list on the toolbar and select *Spelling Options*.  
You see the Custom tab of the Spelling Options window displayed.
2. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Automatic tab (Figure 4-3).

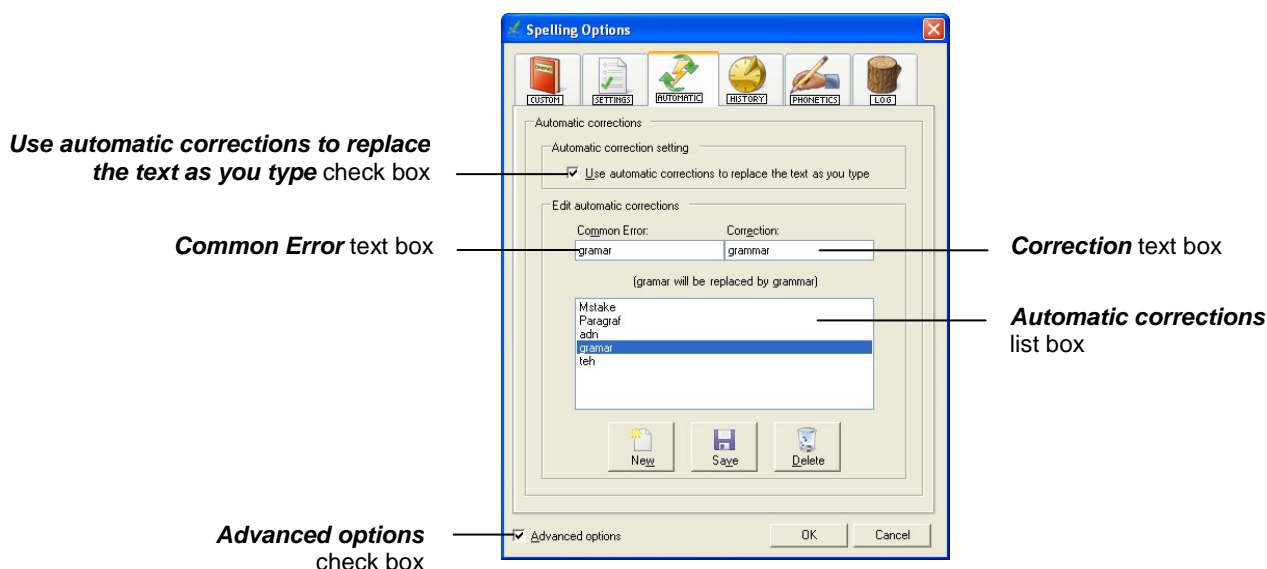





Figure 4-3 Automatic tab

- You may see a list of words in the **Automatic corrections** list box. The words listed will be automatically changed to the correct spelling if you accidentally type them when creating future documents.
3. Make sure the **Use automatic corrections to replace the text as you type** check box is selected.
  4. Click on the **New** button.
  5. Type **gramar** in the **Common Error** text box and then type '**grammar**' in the **Correction** text box. Click on the **Save** button to add it to the list.
  6. Click on the **OK** button to save the new settings and to close the Spelling Options window.
  7. Click on the  drop down list on the toolbar and select *Spell As I Type*.
  8. Type the following text into your document:

 There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mis-spelt words in your document.

His gramar was poore.


Notice how the Spell Checker automatically corrects the mis-spelt word you've just added to the Auto Correct file earlier in this exercise, i.e. 'grammar'. Also note how the Spell Checker then appears after you type 'poore'.

9. Click on the  drop down list on the toolbar and select *Spell As I Type* again to disable this facility.

### Exercise 3 Adding words to the custom dictionary

You can add words that the spell checker does not recognise to the custom dictionary. Once you've added a word, the spell checker will no longer highlight it as a mis-spelt word.

To add words to the custom dictionary:

1. Click on the  drop down list on the toolbar and select *Spelling Options*.

You see the Custom tab of the Spelling Options window (Figure 4-4).

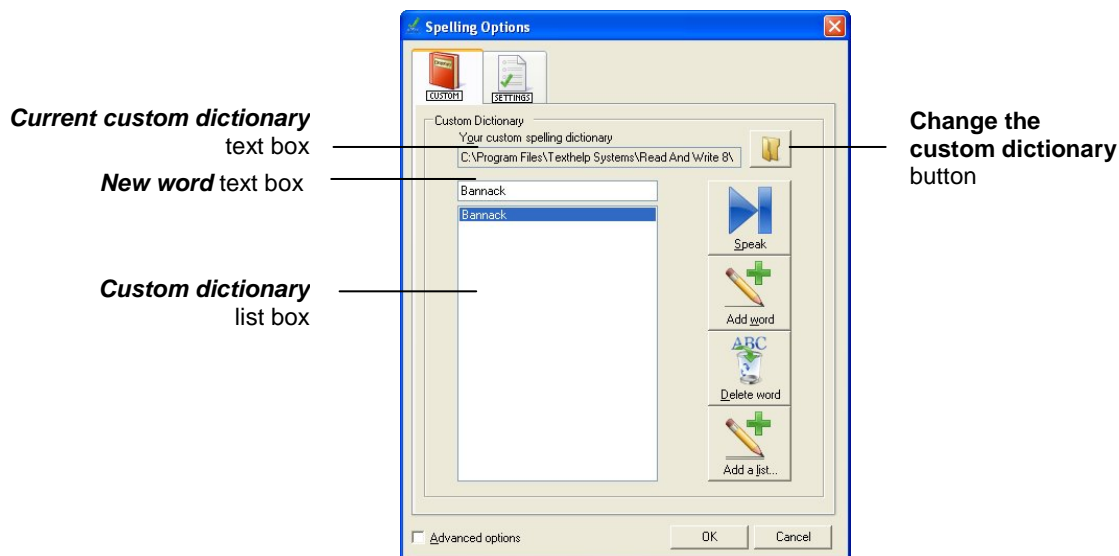



Figure 4-4 Custom tab

The custom dictionary that you are currently using is displayed in the **Current custom dictionary** text box.

2. Type the word **Bannack** in the **New word** text box and then click on the **Speak** button to hear the word read aloud.
3. Click on the **Add word** button. 'Bannack' is added to the **Custom dictionary** list box.
4. Click on the **OK** button to save the settings and to close the Spelling Options window.

## Exercise 4 Reviewing spellings

In this exercise you'll learn how to review suggestions for mis-spelt words and review your spelling log.

1. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.
2. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the History tab (Figure 4-5).

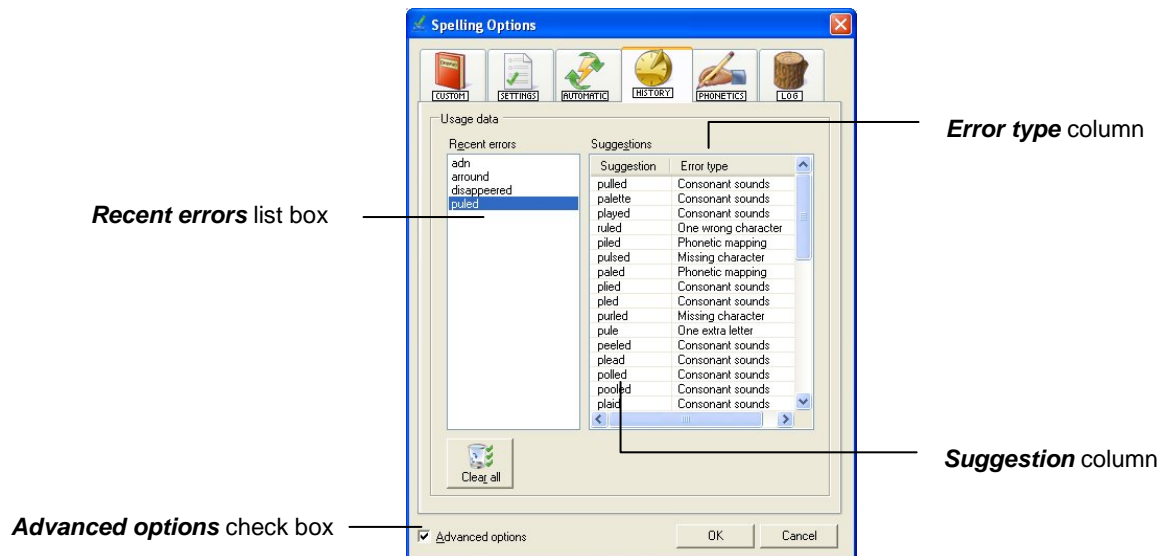


Figure 4-5 History tab

3. Select 'puled' from the **Recent errors** list box. You see a list of possible corrections and the error types in the **Suggestion** and **Error type** columns.
4. Click on the Log tab (Figure 4-6).

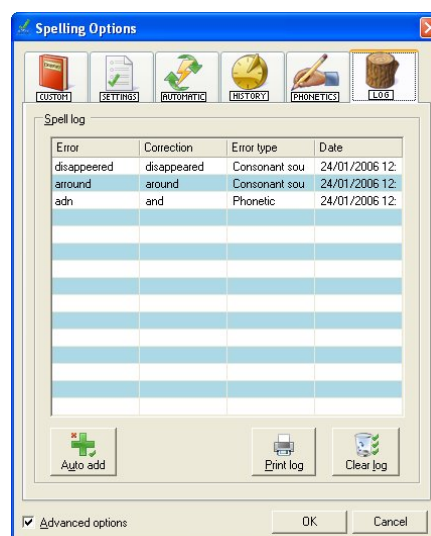


Figure 4-6 Log tab

You can see a record of all the words you have mis-spelt.

If you see a spelling error that you would like the Spelling facility to automatically change to the correction listed in the Log tab, click on the correction and then click on the **Auto add** button to add it to the Auto Correct file.




5. Click on the **Print log** button. MS Word launches and you see the spelling log for your user account displayed in a new document.

## Exercise 5 Adding a phonetic replacement

In this exercise you'll learn how the Spelling facility uses a phonetic map to make suggestions for mis-spelt words. Phonetic maps help the Spell Checker to find corrections for difficult spelling errors such as phonetic errors and errors caused by OCR. It uses groups of letters that sound the same or are normally confused.

For example, if you often type 'telefone' or 'elefant', Read&Write 8 Gold will be able to use the phonetic mapping 'f = ph' to solve these errors.

Read&Write 8 Gold can also solve spelling errors where there are many phonetic errors in one word. For example, if you type 'nolij', Read&Write 8 Gold uses the phonetic mappings 'no = know' and 'ij = edge' to solve the error and suggest 'knowledge'.

1. Type the letters **noledge** into your document.
2. Highlight the word you've just typed and then click on the  button on the toolbar.  
You see the Spell Helper window displayed. Note that the Spelling facility has suggested the word 'knowledge' as a replacement.
3. Click on the  button on the top right-hand corner of the Spelling Helper window to close it.
4. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.
5. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 4-7).

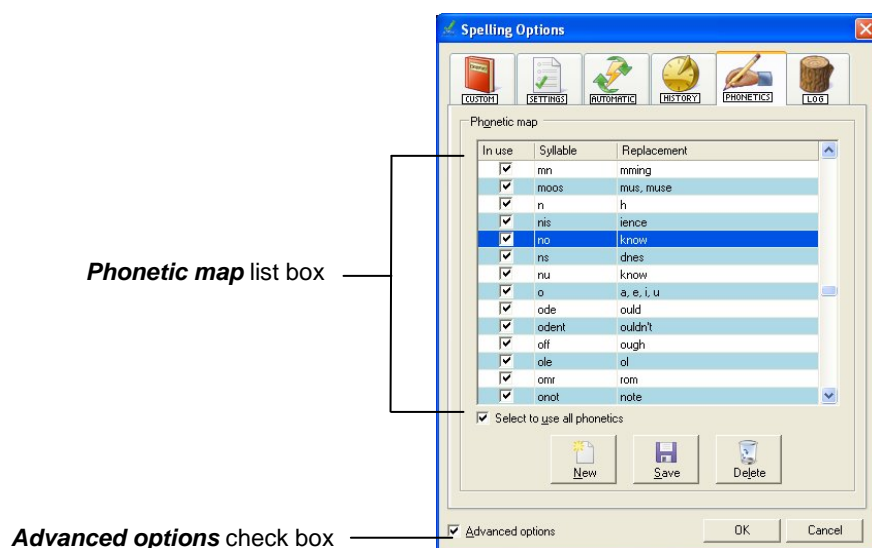


Figure 4-7 Phonetics tab

The phonetic replacements already present on the phonetic map are listed in the **Phonetic map** list box.

- Find the phonetic replacement for 'no=know' in the **Phonetic map** list box. When you typed the word 'noledge' in step 1, the Spelling facility was able to use this phonetic replacement to suggest the word 'knowledge' as a replacement word.

You can add new phonetic replacements or delete them completely.

- Click on the **OK** button to close the Spelling Options window.




## 5. PREDICTING TEXT

In this section you'll learn how to:

- use the Prediction facility
- change the appearance and behaviour of the Prediction window
- set up prediction speech options
- specify how you want the Prediction facility to learn
- set the prediction context level
- set up phonetic replacements.

### Exercise 1 Using Word Prediction

In this exercise you'll learn how to use the Word Prediction to help you finish sentences. It will access a list of words that'll complete the one that you are currently typing and will also try to predict your next word as you finish typing a word. You'll also learn more about using the Display tab of the Predictions Options window.

1. Open a new blank document in MS Word and then click on the  button on the toolbar to display the Prediction window.
2. Type the following text into your document: **I enj**
3. You see a list of words beginning with 'enj' displayed in the Prediction window.
4. Click on 'enjoy' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
5. There's also a useful feature that allows you to view dictionary definitions and homophones in the Prediction window.
6. Type the following letters into your document: **the**.
7. You see a list of words in the Prediction window. 'their' and 'there' are homophones and therefore have the following symbol next to them: .
8. You are having difficulties deciding which of the two words, 'their' and 'there', is the one you need. Hover your mouse over 'their' and then click on the  symbol.  
You see the Dictionary - Basic Definitions window displayed (Figure 5-1).



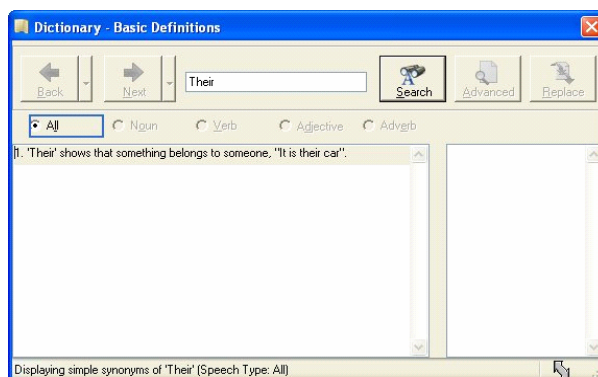





Figure 5-1 Dictionary - Basic Definitions window

9. You read the definition for the word 'their' in the **Dictionary meanings** list box and decide that it's the word you are looking for. Click on the  button on the top right-hand corner of the Dictionary window to close it.
10. Click on 'their' in the Prediction window. The word is inserted into your document.
11. Close Prediction by clicking on the  button.

## Exercise 2 Changing the appearance and behaviour of the Prediction window

1. Click on the  drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed (Figure 5-2).

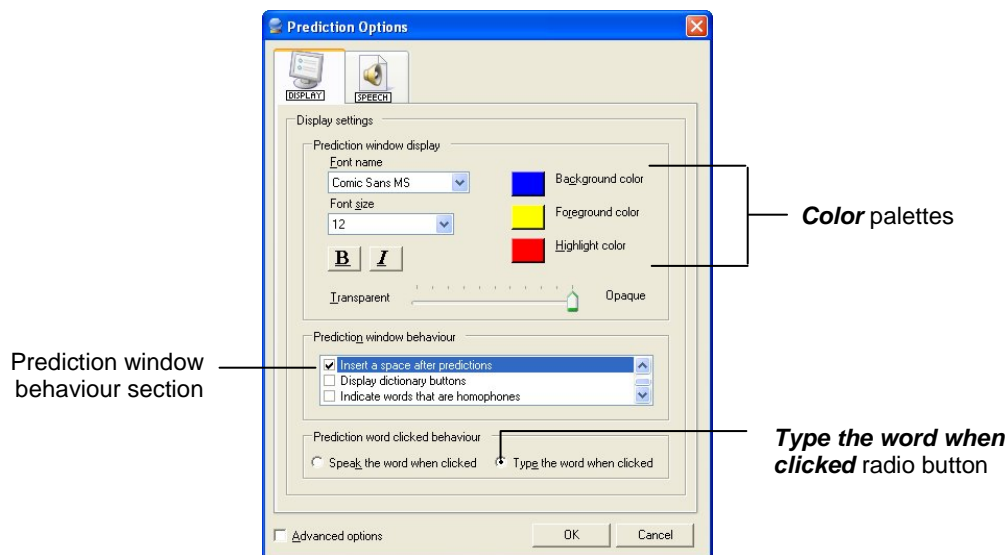




Figure 5-2 Display tab

2. Make sure the following check boxes are selected in the Prediction window behaviour section and then click on the **OK** button:

- **Insert a space after predictions** – instructs the system to automatically insert a space after a word when it is inserted
  - **Display dictionary buttons** – allows you to find the definition of words suggested in the Prediction window
  - **Indicate words that are homophones** – instructs the system to list words that are homophones in the Prediction window.
3. Click on the **Color** palettes and select the colours you want to use for the background, text and highlighting colours in the Prediction window. Make sure you don't pick colours that clash because this will make it hard to read words.
  4. Select a font size of 20.
  5. Click on the  button and as you start to use the word prediction again you will see the changes you have made.

### Exercise 3 Setting up prediction speech options

In this exercise you'll learn how to configure the system to read aloud words from the Prediction window.

1. Click on the  drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Click on the Speech tab (Figure 5-3).

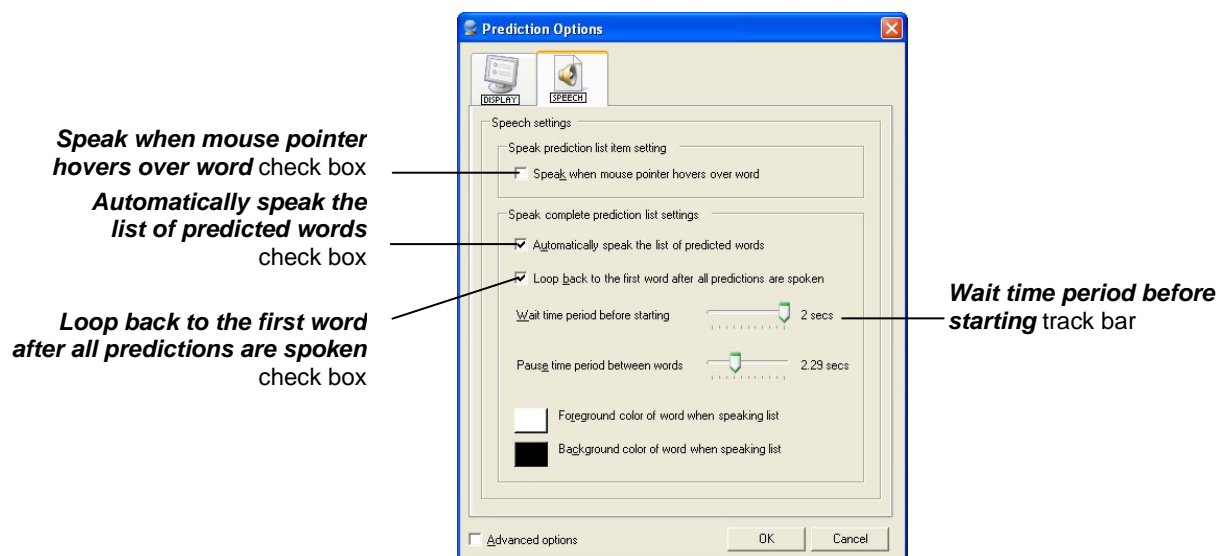




Figure 5-3 Speech tab


2. Select the **Automatically speak the list of predicted words** check box to specify that you want the Prediction facility to speak each word in the Prediction window.
3. De-select the **Loop back to the first word after all predictions are spoken** check box to specify that you don't want the Prediction facility to keep repeating the list of predicted words.

4. Drag and drop the ***Wait time period before starting*** track bar until it reaches 2 seconds to specify that you want the Prediction facility to wait 2 seconds before reading the words aloud.
5. Click on the **OK** button to save the settings and to close the window.
6. Open a new blank document in MS Word and then click on the  button on the toolbar to display the Prediction window.
7. Type the following text into your document:  
**I want to write a let**  
You see a list of words beginning with 'let' displayed in the Prediction window. When you stop typing, the Prediction facility waits for 2 seconds and then reads aloud each of the words.
8. Click on the word 'letter' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
9. Open the Speech tab of the Prediction Options window again and de-select the ***Automatically speak the list of predicted words*** check box to stop the Prediction facility from automatically reading words aloud from the Prediction window.
10. Select the ***Speak when mouse pointer hovers over word*** check box to specify that you want the Prediction facility to speak a word when you hover your mouse over it in the Prediction window.
11. Click on the **OK** button to save the settings and to close the window.
12. Type the following text into your document:  
**I want a drink of wat**  
You see a list of words beginning with 'wat' displayed in the Prediction window. Hover your mouse over each word to hear it read aloud.
13. Click on the word 'water' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
14. Click on the  button on the top right-hand corner of the Prediction window to close it.

#### Exercise 4 Specifying how you want the Prediction facility to learn

In this exercise you'll learn how to specify exactly how you want the Prediction facility to learn vocabulary patterns to improve its predictions. This will only be applied to the user account that you used to log into the system. This text file will not be used by any other user account.

Before you begin this exercise, make sure you have a text file containing a comprehensive list of words and phrases, saved on your computer.

1. Click on the  drop down list on the toolbar and select *Prediction Options*.  
You see the Display tab of the Prediction Options window displayed.

2. Select the **Advanced options** check box in the bottom left-hand corner of the window.
3. Click on the Learning tab (Figure 5-4).

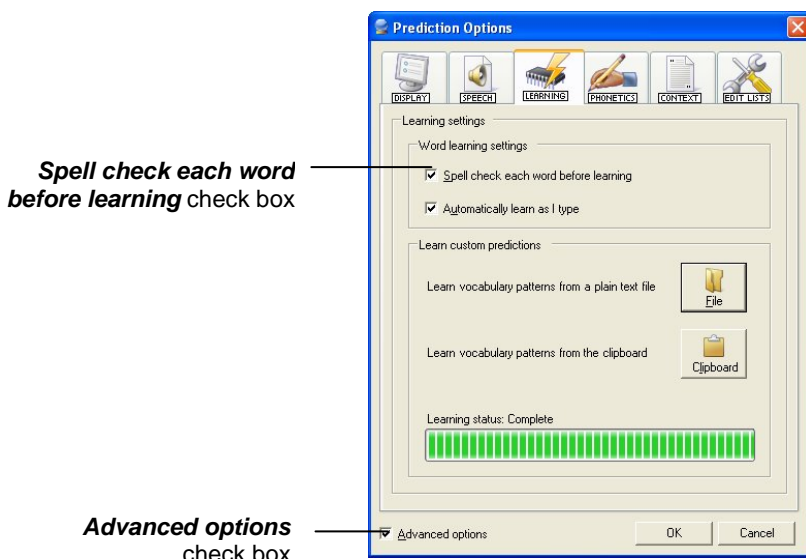


Figure 5-4 Learning tab


4. Make sure the **Spell check each word before learning** check box is selected to make sure the Prediction facility does not learn any mis-spelt words to the Prediction database.
5. Click on the **File** button.  
You see the Open window displayed.
6. Select a file with a '\*.txt' file extension and click on the **Open** button.

The words and phrases in this text file will now be used by the Prediction facility to provide you with a list of possible words and phrases with which you can finish sentences as you type.

The Prediction facility can also learn from text that you've copied to the clipboard when you click on the **Clipboard** button.

## Exercise 5 Setting up the prediction context level

In this exercise you'll learn how to set the context level of predictions. This means that the Prediction facility will suggest words based on probability and/or accuracy depending on which level is set.

1. Click on the  drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Context tab (Figure 5-5).

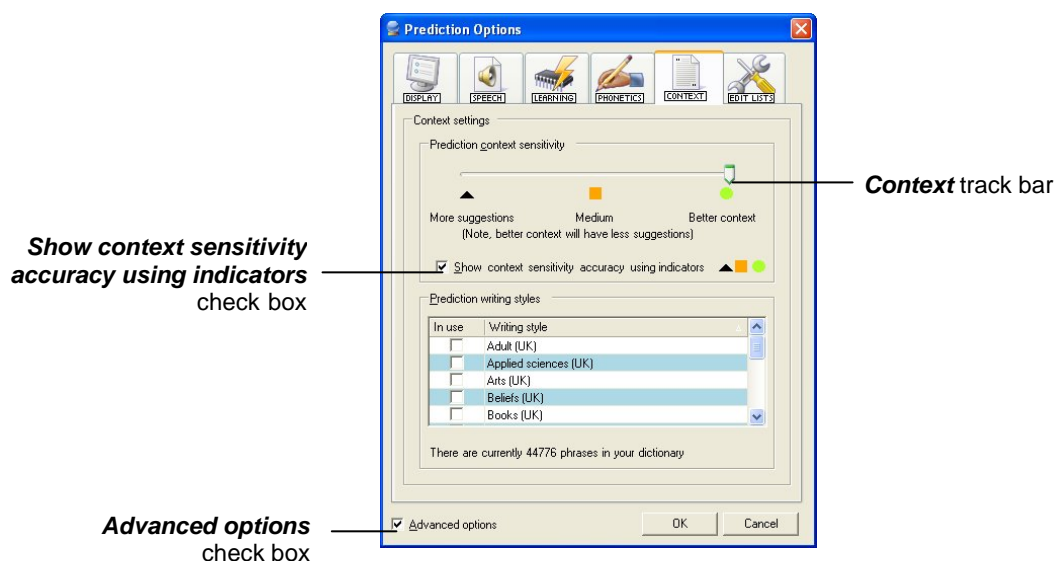




Figure 5-5 Context tab

2. Make sure the **Show context sensitivity accuracy using indicators** check box is selected.
3. Drag the **Context** track bar from 'More suggestions' to 'Better context' and then click on the **OK** button.
4. Click on the  button and then type the following text into your document. Keep an eye on what predictions are offered in the Prediction window:  
**The little girl skipped merrily in the playground.**
5. Open the Context tab of the Prediction Options window again.
6. Drag the **Context** track bar from 'Better context' back to 'More suggestions' and then click on the **OK** button.
7. Re-type the text into your document. Keep an eye on what predictions are now offered in the Prediction window.

There is a stark contrast between 'More suggestions', the majority of which appear with a black triangle, and 'Better context' which appear with a green circle. With 'Better context' there are fewer words predicted but they are more accurate. Please choose which setting best suits you.



You can also specify which prediction files you want the Prediction facility to use when predicting words, by selecting the appropriate check boxes from the list at the bottom of the Context tab. For example, if you select the **Applied sciences** check box, the Prediction facility will use words and phrases from the Applied sciences prediction file to suggest words in the Prediction window.

If you have the Teacher's Toolkit installed, you can add your own prediction files to the list at the bottom of the Context tab.

8. Click on the  button on the top right-hand corner of the Prediction window to close it.

## Exercise 6 Setting up phonetic replacements

In this exercise you'll learn how to set up phonetic replacements which will be used in the Prediction facility. Sometimes people make the mistake of spelling words phonetically. For example, typing 'fone' instead of 'phone'. Read&Write 8 Gold's phonetic prediction can use phonetic mappings to help suggest the words that you are trying to spell.

1. Click on the  button on the toolbar. You see the Prediction window displayed.
2. Type the letters **foto** into your document. Note how you are also given predictions beginning with 'ph', e.g. 'photo'.
3. Close the Prediction window.
4. Click on the  drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 5-6).

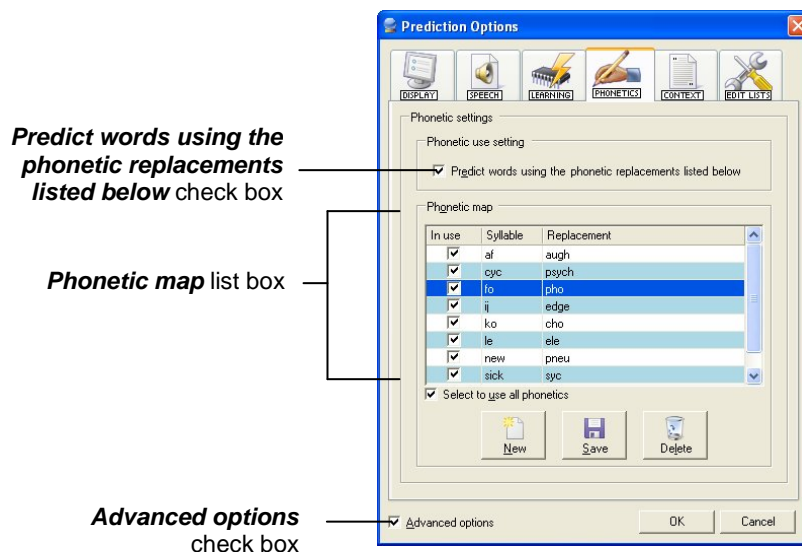



Figure 5-6 Phonetics tab

The phonetic replacements already present on the phonetic map are listed in the **Phonetic map** list box.

5. Find the phonetic replacement for 'fo=pho' in the **Phonetic map** list box. When you typed the word 'foto' in step 2, the Prediction facility was able to use this phonetic replacement to suggest words beginning with 'photo' as replacement words.
6. De-select the **Predict words using the phonetic replacements listed below** check box if you wish to disable this facility.
7. Click on the **OK** button to close the Prediction Options window

 The Prediction facility will only provide you with a list of predictions using phonetic replacements if you have set the context level to 'More suggestions' in the Context tab.



## 6. USING THE DICTIONARY

In this section you'll learn how to:

- use the basic and advanced dictionaries
- search for web definitions
- use the Word Wizard.

### Exercise 1 Using the dictionaries

In this exercise you'll learn how to use the dictionary to find basic and advanced definitions.

1. Type the following text onto a new line in your document:  
**Strangers are just friends waiting to happen.**
2. Highlight the word 'happen'.
3. Click on the  drop down list on the toolbar and select *Basic Definitions*, then click on the  button. From now on the Basic Dictionary will be displayed when you click on this button.

You see the Dictionary - Basic Definitions window displayed (Figure 6-1).

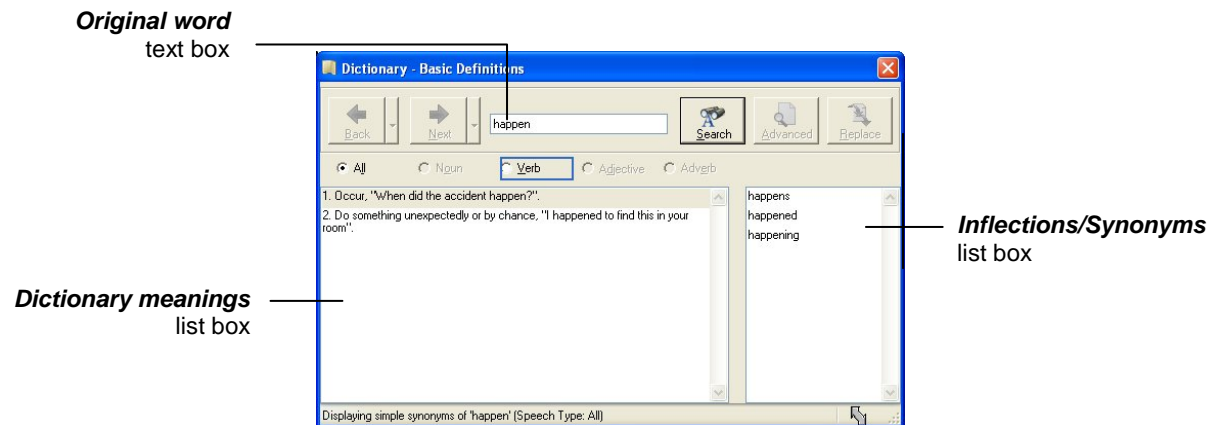




Figure 6-1 Dictionary - Basic Definitions window

The word 'happen' is displayed in the **Original word** text box. You can also see a list of definitions for the word 'happen' displayed in the **Dictionary meanings** list box.



4. Click on the first definition and then click on the  button on the Read&Write 8 Gold toolbar to hear it read aloud.
5. Type the word **approach** into the **Original word** text box and then click on the **Search** button.




You see a list of definitions for the word 'approach' displayed in the **Dictionary meanings** list box.

6. To close the Dictionary - Basic Definitions window, click on the  button on the top right-hand corner of the window.

You want to replace the word 'happen' with a word similar to it. You can do this by conducting an advanced dictionary search for this word. Complete the following:



7. Highlight the word 'happen' in your text.
8. Click on the  drop down list on the toolbar and select *Advanced Definitions*, then click on the  button. From now on the Advanced Dictionary will be displayed when you click on this button.

You see the Dictionary - Advanced Definitions window displayed. The word 'happen' is displayed in the **Original word** text box.
9. Click on the **Advanced** button and select *Words related to 'happen'* from the popup menu. You see a list of definitions for the word 'happen' in the **Dictionary meanings** list box.
10. Click on the definition that begins with 'Come to pass; occur'. The word 'occur' appears in the **Inflections/Synonyms** list box and you decide that you want to replace the word 'happen' in your text with this new word.
11. Click on the word 'occur' in the **Inflections/Synonyms** list box and then click on the  button on the Read&Write 8 Gold toolbar to hear it read aloud.
12. Click on the **Replace** button to replace the word 'happen' in your text.

## Exercise 2 Searching for web definitions

In this exercise you'll learn how to use Read&Write 8 Gold to find definitions on the Internet.

You decide that you want to check the definition of 'strangers' on the web. Complete the following:


1. Click on the  drop down list on the toolbar and select *Web Definitions*, then click on the  button. From now on the Web Definitions Dictionary will be displayed when you click on this button.

You see the Manual Text Search window displayed (Figure 6-2).






Figure 6-2 Manual Text Search window

2. Type **stranger** in the text box provided and then click on the **OK** button.  
Your browser window automatically opens and displays the Dictionary.com website. You can see a list of definitions for the word 'stranger'.
3. Click on the  button on the top right-hand corner of the window when you have finished viewing this page.

### Exercise 3 Using the Word Wizard

In this exercise you'll learn how to use the Word Wizard to search for specific words.

1. Type **tree** onto a new line in your document and then highlight it.
2. Click on the  button on the toolbar.  
You see the first window in the Word Wizard, which displays the highlighted word.
3. Click on the **Next** button. You see the next window in the Word Wizard.
4. Select the **Noun** radio button to specify that you are looking for a noun and then click on the **Next** button.  
You see the next window displayed. Read the two senses which provide you with two different meanings for the word 'tree'.
5. Make sure the second sense (2) is selected and then click on the **Next** button, i.e. 'A tall perennial woody plant having a main trunk and branches forming a distinct elevated crown'. You see the next window in the Word Wizard.
6. Select the **Different kinds of 'tree'** radio button and then click on the **Next** button.  
You see the next window (Figure 6-3).

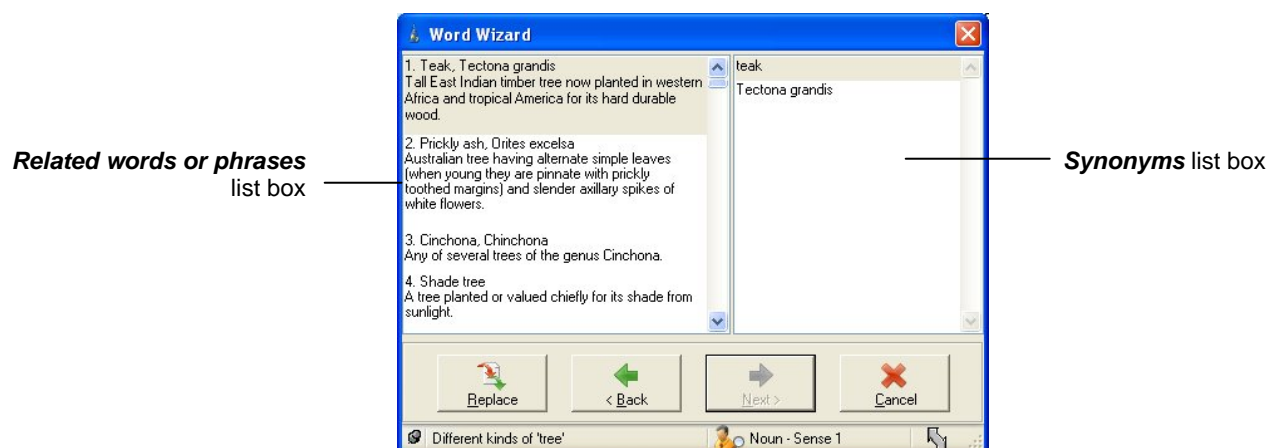


Figure 6-3 Word Wizard

7. Click on the first phrase (1) in the **Related words or phrases** list box, i.e. 'Teak, Tectona grandis'. You can view a list of related synonyms displayed in the **Synonyms** list box.
8. Select 'teak' from the **Synonym** list box and then click on the **Replace** button.  
'Teak' replaces the word 'tree' in your text.

## 7. USING THE HOMOPHONES FACILITY


In this section you'll learn how to use the **Homophones** buttons to access and use the Homophones facility.

Type the following text into a blank MS Word document:

**Put the magazine here and clothes the window pleas.**

### Exercise 1 Identifying homophones

In this exercise you'll learn how to identify homophones in your document to help you ensure you've typed the correct word.

1. Click on the  button on the toolbar.  
The homophones in your text are highlighted in blue. They are 'the', 'here', 'clothes' and 'pleas'.

2. Right click on '**clothes**'.

You see the Same Sounding Words window displayed (Figure 7-1).

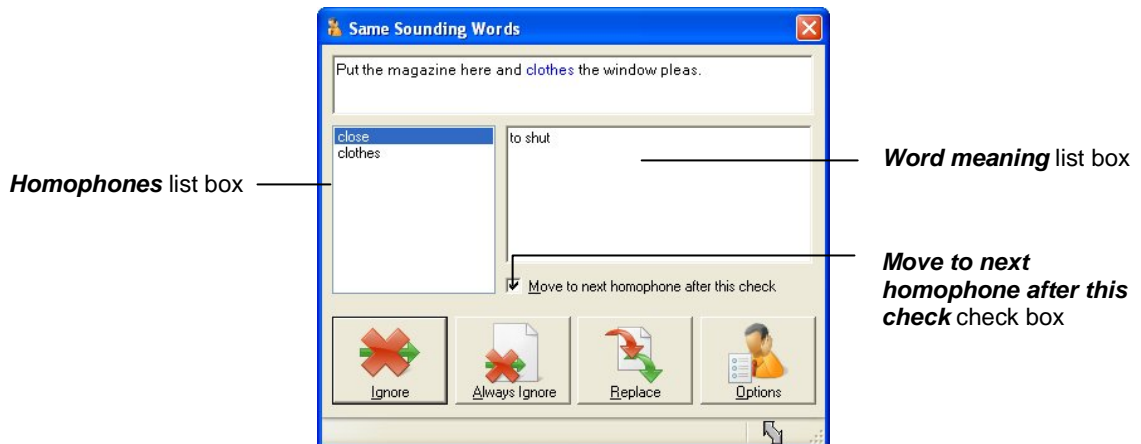





Figure 7-1 Same Sounding Words window

3. Make sure the **Move to next homophone after this check** check box is not selected.
4. Click on the word 'clothes' in the **Homophones** list box and read the definition in the **Word meaning** list box. To hear it read aloud, click on the definition and then click on the  button on the toolbar.
5. Select 'close' from the **Homophones** list box.
6. Click on the **Replace** button.

The Same Sounding Words window closes and the word is replaced.

7. Click on the  button on the toolbar to hide the highlighted homophones in your text.
8. Click on the  button on the toolbar. You see the Same Sounding Words window displayed. The first homophone in the text is displayed, i.e. 'the'.
9. Select the **Move to next homophone after this** check box.
10. You decide that the word 'the' is the correct word. Click on the **Ignore** button.  
The Same Sounding Words window moves on to the next homophone in the sentence, which is '**here**'.
11. You decide that this is the correct word. Click on the **Ignore** button.  
The Same Sounding Words window moves on to the next homophone in the sentence, which is '**the**'.
12. Again, you decide that the word 'the' is the correct word. Click on the **Ignore** button.  
Alternatively you could click on the **Always Ignore** button to ensure that the word 'the' will no longer be identified as a homophone.  
The Same Sounding Words window moves on to the next homophone in the sentence, which is '**pleas**'.
13. Make sure 'pleas' is selected in the **Homophones** list box. You want to change the definition for this word. Click on the **Options** button. You see the Similar tab of the General Options window displayed (Figure 7-2).

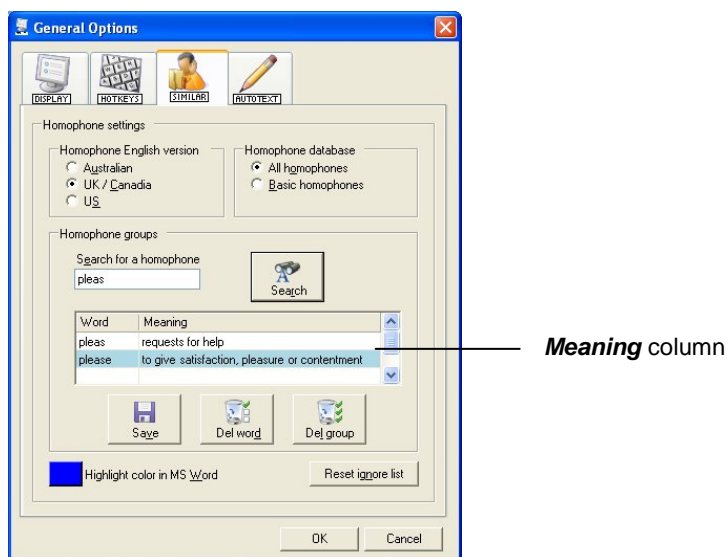




Figure 7-2 Similar tab

14. Insert the cursor after 'requests for help' in the **Meaning** column and then type in the following text: '**,appeals**'. Click on the **Save** button.
15. A message box is displayed asking you if you are sure you want to save this group and make a permanent change. Click on the **OK** button to save the change.
16. Click on the **OK** button to close the General Options window.

17. The Same Sounding Words window is re-displayed. However, to refresh the Same Sounding Words window and view the new definition, you must first close this window and then re-open it again. To do this, click on the  button on the top right-hand corner of the window. Click on the  button on the toolbar and then right click on the word 'pleas'.
18. You see the new definition for pleas. Select 'please' from the ***Homophones*** list box.
19. Click on the **Replace** button.

Your text should now read as follows: **Put the magazine here and close the window please.**


## 8. USING THE READ&WRITE 8 GOLD CALCULATORS


In this section you'll learn how to:

- use the Standard Calculator
- use the Scientific Calculator
- evaluate calculations within documents
- convert values in a document.

### Exercise 1 Using the Standard Calculator

In this exercise, you'll learn how to use the Standard Calculator.

1. Click on the  drop down list on the toolbar and select *Standard Calculator*.  
You see the Standard Calculator window displayed.
2. Select the following options from the Speech menu:
  - *Speak on Click*
  - *Confirm on Equals*.
3. Complete the following using the View menu:
  - select *Background Color*, then select a green colour from the colour palette, and then click on the **OK** button
  - select *Foreground Color*, then select a navy colour from the colour palette, and then click on the **OK** button
  - point your cursor over *Button Colors*, select *Number Color* from the popup menu, then select a yellow colour from the colour palette and then click on the **OK** button
  - make sure the *Show Audit Trail* option is selected.
4. Click on the following buttons: **5 + 9 + 4 =**

 If you click on the wrong button you can undo your last action by clicking on the **Undo** button. If required, you can click on this button several times if you decide that you want to undo several actions.

The system calculates the sum and then reads it aloud. Your calculator should look similar to Figure 8-1.

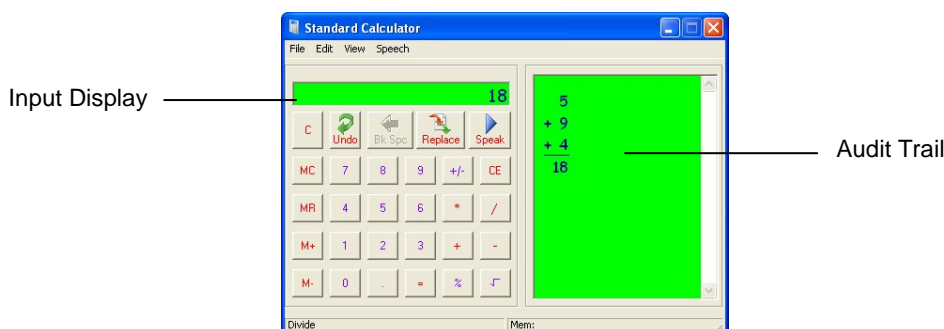


Figure 8-1 Standard Calculator window

- Click on the button on the top right-hand corner to close the Standard Calculator.

## Exercise 2 Using the Scientific Calculator

In this exercise, you'll learn how to use the Scientific Calculator.

- Type the following into a blank MS Word document: **638/2**.
- Highlight the sum in your document and then click on the drop down list on the toolbar and select *Scientific Calculator*.

You see the Scientific Calculator window displayed (Figure 8-2). The text you've just highlighted is displayed in the Input Display.

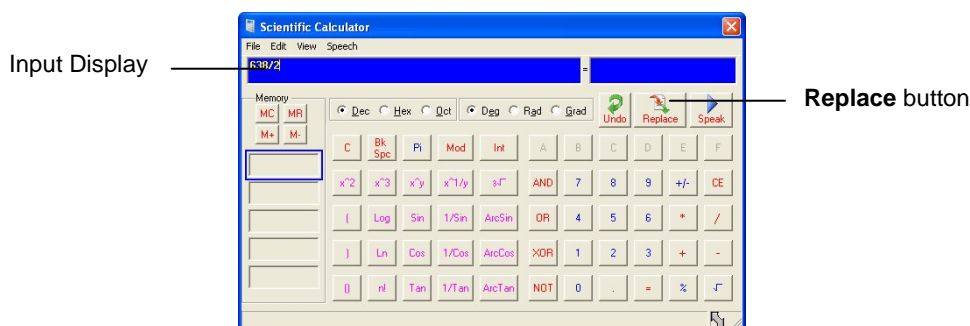


Figure 8-2 Scientific Calculator window

- Click on the = button. The answer to the calculation is displayed.
- Click on the **Replace** button.

The sum you highlighted in step 2 is replaced with the answer 319.

## Exercise 3 Evaluating calculations within documents

In this exercise, you'll learn how to evaluate calculations in your document without having to access the calculators.

- Click on the drop down list on the toolbar and select *Scientific Calculator*.  
You see the Scientific Calculator window displayed (Figure 8-2).

- Click on the View menu and select *Variables and Constants* to display the Stored Constants and Variables window (Figure 8-3).

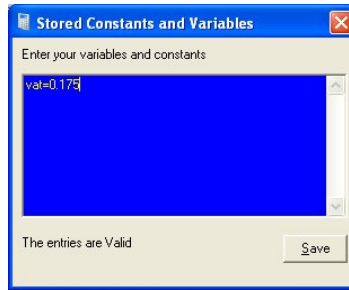




Figure 8-3 Stored Constants and Variables window

- Type **vat=0.175** into the space provided and then click on the **Save** button.
- Click on the File menu and select the *Exit* option to close the Scientific Calculator.
- Type the following into your MS Word document: **50.00\*vat**
- Highlight the sum in your document and then click on the  drop down list on the toolbar and select *Evaluate in Document*.

The answer is inserted after the calculation.

#### Exercise 4 Converting values in documents

In this short exercise, you'll learn how to convert values in your document. In this example you're going to convert a value in centimetres to inches.

- Type the following into your MS Word document: **167**.
- Highlight the figure in your document.
- Click on the  drop down list on the toolbar, point your cursor over *Convert*, then *Length*, then *centimeters*, and then select *to inches* as shown in Figure 8-4.

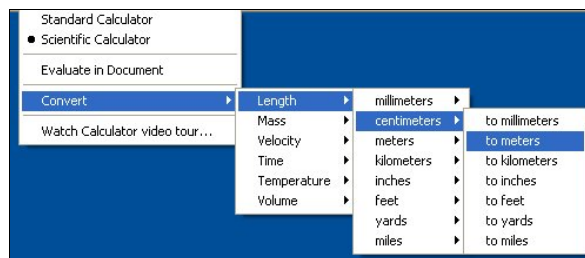


Figure 8-4 Conversion menu option


The figure in your document is replaced by the inches equivalent (65.7480336).



## 9. USING THE SCANNING FACILITY

In this section you'll learn how to use the Scanning facility to:


- perform a fast scan
- scan single documents
- scan multiple documents
- scan from a file.

 *To complete this section, you must ensure that you've set up your scanner correctly and have two A4 coloured documents containing text and pictures.*

### Exercise 1 Performing a fast scan

In this exercise you'll learn how to perform a fast scan. A fast scan allows you to scan directly into MS Word, Internet Explorer or Adobe Acrobat.

1. Place a page into your scanner.


2. Click on the  drop down list and make sure *Scan to PDF* is selected. You'll know that it has been selected if you can see a dot beside it:

● Scan to PDF

3. Click on the  button on the toolbar.


The Scanning facility scans your document. When the scan has completed, you see the scanned image displayed in Adobe Acrobat. From here you can use PDFaloud to read the document.

This type of scan is recommended if you simply wish to scan a document and have it read. Scanning into PDF provides a 'near' picture image of the original document.

4. Click on the  drop down list and select *Scan to Word*. Repeat step 3.

The Scanning facility scans your document. When the scan has completed, you see the scanned image displayed in MS Word.

This type of scan is recommended if you want to edit the scanned document.


5. Click on the  drop down list and select *Scan to HTML*. Repeat step 3.

The Scanning facility scans your document. When the scan has completed, you see the scanned image displayed in Internet Explorer.

This type of scan is recommended if you want to display the document using your own choice of coloured fonts and backgrounds. Instructions on how to change fonts and backgrounds will be explained later.

## Exercise 2 Scanning single documents

In this exercise you'll learn how to set up scanner options and scan single documents.

1. Click on the  drop down list on the toolbar and select *Scanning Options*.

You see the Output Settings tab of the Scanning Options window displayed (Figure 9-1).

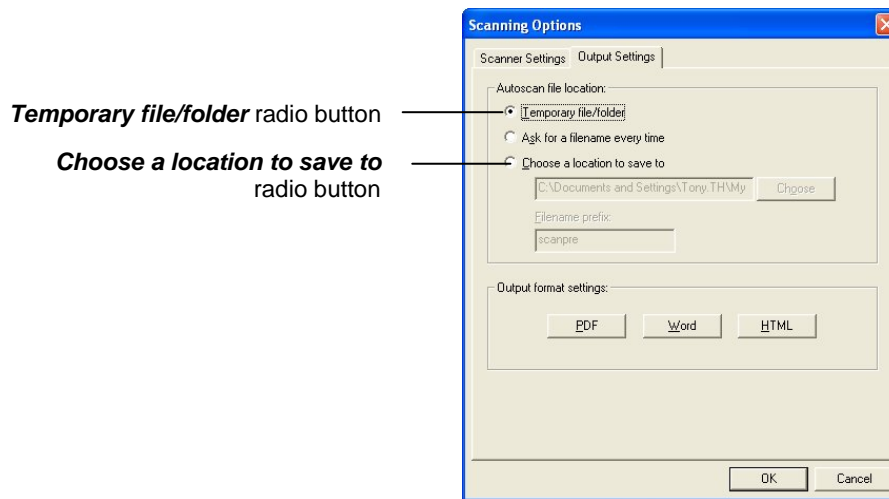


Figure 9-1 Scanning Options window – Output Settings tab

2. Select the **Temporary file/folder** radio button.
3. Click on the **Word** button.

You see the Microsoft Word output settings window displayed.

4. Make sure the **Retain full formatting with graphics** check box is selected and then click on the **OK** button.
5. Click on the Scanner Settings tab (Figure 9-2).

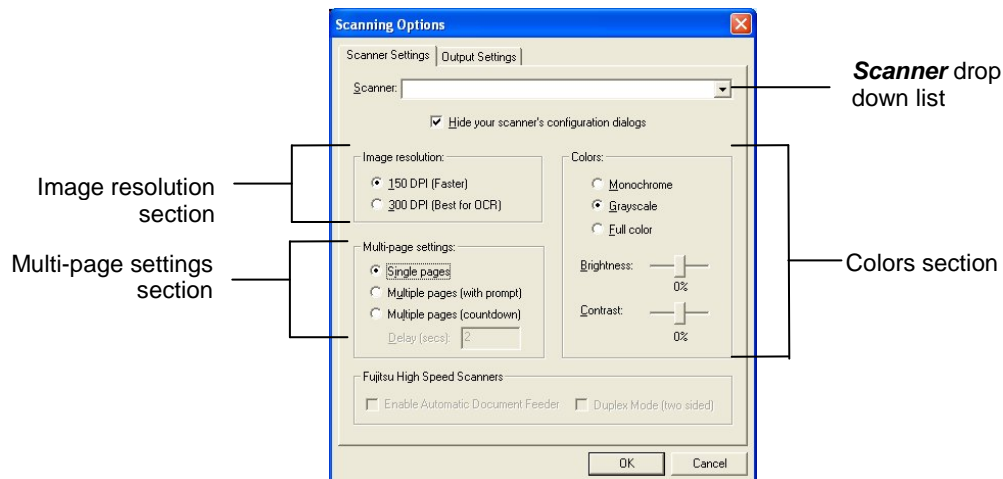




Figure 9-2 Scanning Options window – Scanner Settings tab


6. Select the type of scanner you are using from the **Scanner** drop down list.
7. Make sure the **300 DPI** radio button from the Image resolution section is selected.
8. Select the **Single pages** radio button from the Multi-page settings section.
9. Select the **Full color** radio button from the Colors section.
10. Click on the **OK** button in the Scanning Options window to save your settings.
11. Place a single page into your scanner and then click on the  drop down list on the toolbar and select *Scan to Word*.


12. Click on the  button.


Your page is scanned and automatically opened in Microsoft Word. It is saved in a temporary file and folder created by Read&Write 8 Gold.

### Exercise 3 Scanning Multiple documents

In this exercise you'll learn how to set up scanner options and scan multiple documents.

1. Click on the  drop down list on the toolbar and select *Scanning Options*.  
You see the Output Settings tab of the Scanning Options window displayed (Figure 9-1).
2. Select the **Choose a location to save to** radio button. Click on the **Choose** button, browse to the location of the folder in which you want to save your scanned images, enter a name for the image and then click on the **OK** button.
3. Click on the **HTML** button.  
You see the HTML output settings window displayed.
4. Select the **Use simple html, without graphics** radio button and then make sure the **Use custom font and color settings** check box is selected.
5. Click on the **Set font** button, adjust the following settings in the Font window and then click on the **OK** button:
  - Arial font
  - red colour
  - 28 size.
6. Click on the **Background** button, select a Yellow colour from the Color Palette and then click on the **OK** button.
7. Click on the **OK** button in the HTML output settings window and then click on the Scanner Settings tab (Figure 9-2).
8. If you are using a different scanner from the previous exercise, select the type of scanner you are using from the **Scanner** drop down list.
9. Select the **Multiple pages (countdown)** radio button from the Multi-page settings section. Type **60** in the **Delay (secs)** text box.

10. Move the **Brightness** scale up to +20% and the **Contrast** scale up to +20%.
11. Click on the **OK** button in the Scanning Options window to save your settings.
12. Place a single page into your scanner and then click on the  drop down list on the toolbar and select *Scan to HTML*.

13. Click on the  button.

Your page is scanned and then you will see a 60 second countdown displayed. This means you have 60 seconds before your next page will be scanned.




14. Place another page into your scanner.

Read&Write 8 Gold will automatically scan this page 60 seconds after the first page has been scanned. You also see it open in Internet Explorer with the font and colour settings you set earlier.

Your scanned images are saved in the folder of your choice.

## Exercise 4 Scanning from a file

You can also scan from a saved image file on your computer.

1. Click on the  drop down list on the toolbar and select *Scan to PDF*.
2. Again, click on the  drop down list and select *Scan from File*.
3. Click on the  button.

The Open files window is displayed.



4. Browse to the location where you store your images, select the image and then click on the **Open** button. The image is scanned and opened in a PDF file.

## 10. USING THE FACT FINDER

In this section you'll learn how to use the Fact Finder default search engine.

### Exercise 1 Using the default search engine


In this exercise you'll learn how to set up the default search engine and search for facts using the default search engine.

1. In MS Word type in the word 'dyslexia'.
2. Select the word and click on the  button.
3. Your browser window opens displaying the search results for 'dyslexia' in Google.
4. Click on the  drop down list on the toolbar and select *Fact Finder Options*.

You see the Fact Finder Options window displayed (Figure 10-1).



Figure 10-1 Fact Finder Options window

5. Click on the **Change Default** button and then point your cursor over the *Search using* option. You see a drop down list displaying different categories of search engines available.
6. Point your cursor over *General* and select the *Yahoo* search engine.
7. Click on the **OK** button to save Yahoo as the default search engine.
8. Click on the  button on the toolbar.

You see the Manual Text Search window, allowing you to search for facts using the default search engine, Yahoo (Figure 10-2).

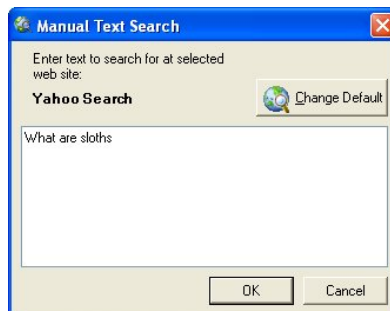


Figure 10-2 Manual Text Search window

9. Type **What are sloths** in the text box provided and then click on the **OK** button.  
Your browser window opens displaying the search results for 'sloths' in Yahoo.

## 11. USING THE FACT FOLDER


In this section you'll learn how to:

- add text facts
- add image facts
- add URLs and documents
- change fact details and properties
- create fact maps from exported facts.

### Exercise 1 Adding text facts

In this exercise you'll learn how to use the Fact Folder to save a paragraph of text as a new fact. Type the following text into a new document:

**The United States of America is comprised of fifty states and one federal district. The country celebrates its founding date as July 4<sup>th</sup> 1776.**

1. Save the document in the directory of your choice.
2. Highlight this text and then click on the  button. The Fact Details window is displayed (Figure 11-1).

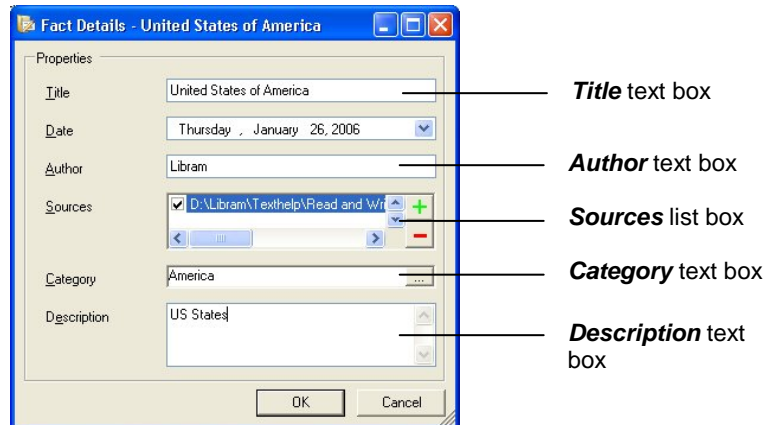



Figure 11-1 Fact Details window

3. Type the text **United States of America** into the **Title** text box.
4. Type your name in the **Author** text box.  
The locations and URLs of any documents and websites you have open are displayed in the **Sources** list box.
5. Select the check box beside the location of the document you created in step 1.
6. Click on the  button beside the **Categories** text box. You see the Select Categories window displayed.

7. Click on the **Add** button and type the text **America** in the text box provided.
  8. Click on the **OK** button to add the new category.
  9. Select the check box beside 'America' in the **Category List** and then click on the **OK** button.
  10. Enter the text **US States** in the **Description** text box and then click on the **OK** button.
- You see a message popup from the system tray informing you that the fact 'United States of America' has been added.

## Exercise 2 Adding image facts

In this exercise you'll learn how to use the Fact Folder to save an image from a web page as a new fact.




1. Click on the  drop down list and select the *Manual Text Search* option. You see the Manual Text Search window displayed (Figure 11-2).



Figure 11-2 Manual Text Search window

2. Make sure Google has been selected as the default website. If it hasn't, click on the **Change Default** button, point your cursor over *Search using*, then the *General* option and finally *Google Search*.
3. Enter the text **Maps of America** and then click on the **OK** button.  
You see the results of your search listed in your browser window.
4. Find a map of America to your liking and then click on the  drop down list and select the *Add Web Image* option. You see the Texthelp Web Hover popup on the bottom right-hand corner of your screen.
5. Hover your mouse over the image of America until you see it appear in this popup and then click on it. You see the Fact Details window displayed (Figure 11-1).
6. Type the text **Map of America** into the **Title** text box.
7. Type the name of the author of the website in the **Author** text box.  
The locations and URLs of any documents and websites you have open are displayed in the **Sources** list box.
8. Select the check box beside the URL which contains the image you have just selected.




9. Click on the  button beside the **Categories** text box. You see the Select Categories window displayed.
10. Select the check box beside 'America' in the **Category List** and then click on the **OK** button.
11. Enter the text **Map of America** in the **Description** text box and then click on the **OK** button.

You see a message popup from the system tray informing you that the fact 'Map of America' has been added.

### Exercise 3 Adding URLs and documents

You can add a URL by dragging and dropping it from Internet Explorer into the Fact Folder. You can use the same method to drag and drop documents from Windows Explorer. In this exercise you'll learn how to add a URL to the Fact Folder and then access it directly from the Fact Folder.

1. Click on the  drop down list and select the *Review Facts* option. You see the Fact Folder window displayed (Figure 11-3).

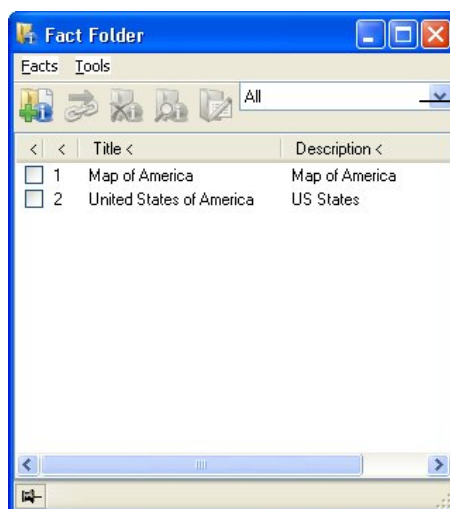




Figure 11-3 Fact Folder window




You can see the facts you added in Exercises 1 and 2 listed.

2. Click on the  button on the bottom left-hand corner of the Fact Folder window to ensure that this window will always be displayed, even when you open another application.
3. Click on the  drop down list and select the *Manual Text Search* option. You see the Manual Text Search window displayed (Figure 11-2).
4. Enter the text **States of America** and then click on the **OK** button.  
You see the results of your search listed in your browser window.
5. Find a website which details facts relating to American states.

- Click and hold down your left mouse button on the Internet Explorer icon in the Address line as shown below, then drag and drop it onto the Fact Folder window.





Figure 11-4 Internet Explorer icon

- You see the Fact Details window displayed (Figure 11-1).
- Type the text **American states** into the **Title** text box.
  - Type the name of the author of the website in the **Author** text box.
  - Select the check box beside the websites URL in the **Sources** list box.
  - Click on the  button beside the **Categories** text box. You see the Select Categories window displayed.
  - Select the check box beside 'America' in the **Category List** and then click on the **OK** button.
  - Enter the text **Lists of states** in the **Description** text box and then click on the **OK** button.
- You see a message popup from the system tray informing you that the fact 'American states' has been added. You also see the new fact listed in the Fact Folder.
- Click on the  button on the top right-hand corner of your browser window to close Internet Explorer.
  - Click on the 'American states' fact in the Fact Folder window and then click on the  button to see the website displayed again in your browser window.

## Exercise 4 Changing fact details and properties

In this exercise you'll learn how to change the details of facts that you've already added to the Fact Folder. You'll also learn how to update fact content.

- Click on the 'American states' fact in the Fact Folder window and then click on the  button. You see the Fact Details window displayed (Figure 11-1).
- Type the text **Also lists other useful information** in the **Description** text box and then click on the **OK** button. The description is updated in the Fact Folder window.
- Click on the 'United States of America' fact and then click on the  button. You see the Displaying Fact window.
- Add the text **The United States shares land borders with Canada and Mexico** to the text that is already there.
- Click on the **OK** button.

## Exercise 5 Creating fact maps from exported facts

In this exercise you'll learn how to export a category of facts into the Fact Mapper.

1. Select 'America' from the **Categories** drop down list, i.e. the drop down list at the top right-hand corner of the Fact Folder window. This will ensure that only the facts you have added to this category are displayed.
2. Click on the Tools menu and select the *Select All Facts* option.
3. Click on the Tools menu again and select the *Export Selected Facts* option. The Export to Fact Map window is displayed (Figure 11-5).

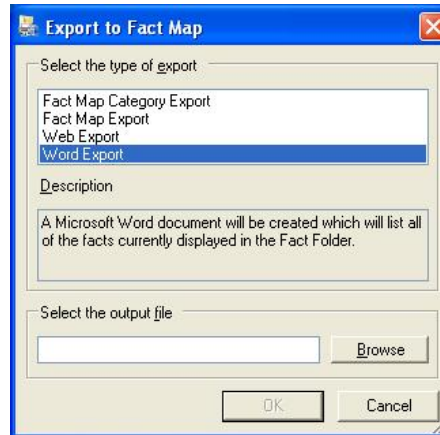


Figure 11-5 Export to Fact Map window

4. Select the *Fact Map Category Export* option. This will ensure that all facts are linked to the 'America' category in the fact map.

You can also select the following types of export:

- Fact Map Export – selected facts will be represented as fact map elements but won't be connected by links
- Web Export – a HTML file will be created which will list all of the selected facts
- Word Export – an MS Word document will be created which will list all of the selected facts.

5. Click on the **Browse** button. The Select Export File window is displayed.
6. Browse to the location where you want to save the fact map and type **American fact map** in the **File name** field. Click on the **Save** button. Click on **OK**.

You see your new fact map displayed in the Fact Mapper window.

7. Click on the  button on the top right-hand corner to close the Fact Mapper.



*Continue to the next chapter for details on how to use the fact map you've just created.*

## 12. USING THE FACT MAPPER

In this section you'll learn how to:

- open fact maps
- add elements to a map
- use the Image Library to add images to a map
- link elements
- brainstorm
- change how a fact map is displayed.

You use the Fact Mapper to add different types of facts to a fact map. You can then link each of the facts to each other to represent a relationship between them. This enables you to create a diagram of your ideas and information on a particular subject and therefore help you understand it a lot better.

To access the Fact Mapper, click on the  button on the Read&Write 8 Gold toolbar. You see the Fact Mapper window displayed (Figure 12-1).

When you first open the Fact Mapper, the Fact Folder and Image Library may also be displayed depending on how the Fact Mapper has been set up.




*To follow the exercises in this section, you must complete Section 11 first. If you have completed that section already, you should have a fact map saved on your computer. You are now ready to follow the exercises in this section.*



*When working with fact maps, make sure you save before closing the Fact Mapper or you will lose your work.*

### Exercise 1 Opening fact maps

In this exercise, you'll learn how to open the fact map you created when you exported facts from the Fact Folder.

1. Click on the  button.
2. Browse to the location where you saved the 'American fact map', select it and then click on the **Open** button. You see the fact map displayed in the Fact Mapper window (Figure 12-1).

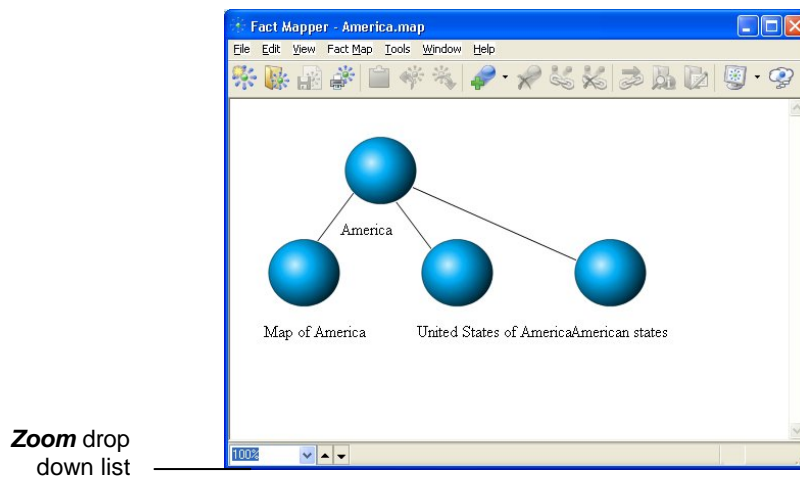




Figure 12-1 Fact Mapper window

3. If you have difficulty in seeing the fact map, click on the View menu and select the *Zoom In* option. This increases the size of the fact map. You can select the *Zoom Out* option if you have increased the size a little too much. You can also change the zoom level using the **Zoom** drop down list which is located at the bottom left-hand corner of the Fact Mapper window.
4. You can drag and drop the elements onto different positions in the Fact Mapper window. Click and hold down your left mouse button on the 'Map of America' element and drag and drop it onto the right-hand-side of the Fact Mapper window.
5. Drag and drop the other elements until you are happy with how the fact map is displayed.

## Exercise 2 Adding elements

In this exercise, you'll learn how to add elements to your fact map.

1. Click on the  drop down list and make sure the *Text* option is selected. This will ensure that a text element will be created the next time you click on this button.
2. Click on the  button. You see the Fact Details window displayed (Figure 11-1).
3. Type the text **Byways** into the **Title** text box.
4. Type your name in the **Author** text box.
5. Enter the text **Details of byways in America** in the **Description** text box and then click on the **OK** button.

The new element is added to the fact map as shown below:

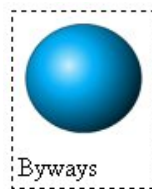


Figure 12-2 New element

### Exercise 3 Using the Image Library

In this exercise, you'll learn how to add images from the Image Library to your fact map.



1. If the Image Library isn't already open, click on the View menu and select the *Image Library* option. You see the Image Library window displayed (Figure 12-3).



**Select Image Category** drop down list

Figure 12-3 Image Library



2. Click on the **Select Image Category** drop down list and select 'signs\_and\_symbols – flags – america'.
3. Scroll down until you see the 'united states' flag, then click and hold down your left mouse button on it and drag and drop it onto the 'America' element in the Fact Mapper. The icon which represents the 'America' element is replaced with the American flag.

 If you find it difficult to drag and drop images, you can select the *Copy Image* option from the Tools menu in the Image Library, click on the element icon you want to replace in the Fact Mapper and then click on the  button in the Fact Mapper.

4. Click on the  button to save your fact map.



### Exercise 4 Linking elements

In this exercise, you'll learn how to create links between map elements. In this case, you'll link the 'Byways' element you added in Exercise 2 to the 'America' element.

1. Click on the 'Byways' element and then click on the  button. The element is highlighted in red to show that it has been selected.
2. Click on the 'America' element. You now see a line linking the two elements.
3. To delete a link, simply click on the element from which you want to delete a link, click on the  button and then click on the element to which the selected element is linked.

## Exercise 5 Brainstorming

In this exercise you'll learn how to use the Fact Mapper to brainstorm, i.e. you will add several American states to a fact map as quickly as possible.

1. Click on the  button to create a new fact map.
2. Click on the  button. The Brainstorm window is displayed (Figure 12-4).

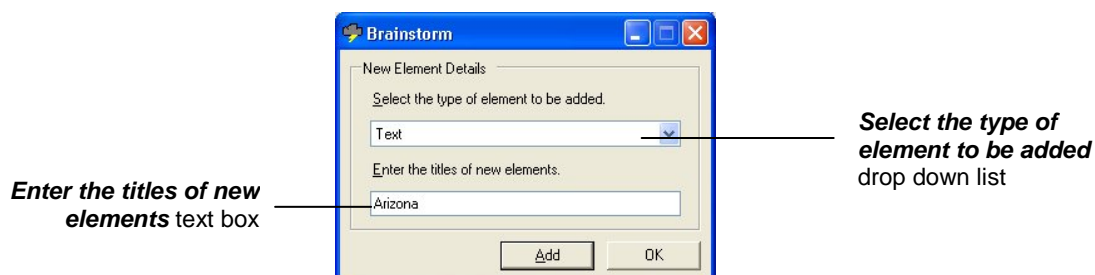






Figure 12-4 Brainstorm window

3. Select the *Text* option from the **Select the type of element to be added** drop down list.
4. Type **American states** in the **Enter the titles of new elements** text box and then click on the **Add** button or alternatively press **Enter**.
5. Type **Arizona** in the **Enter the titles of new elements** text box and then click on the **Add** button.
6. Type **Alabama** in the **Enter the titles of new elements** text box and then press **Enter**.
7. Type **Georgia** in the **Enter the titles of new elements** text box and then click on the **OK** button.




These new elements are added to your new fact map.

8. Link the states you've just added using the Brainstorm, to the 'American states' element.
9. If you wish to add more states, click on the  button or the  button.
10. If you wish to add fact details to the elements you have just added, click on the element and then click on the  button, and if you wish to add fact properties, click on the element and then click on the  button.

For more information on using these buttons to add fact details and properties, refer to Exercise 4, 'Changing fact details and properties' on page 52.

## Exercise 6 Changing how a fact map is displayed

In this exercise you'll learn how to specify how you want your fact map displayed. You'll also learn how to print your fact map.

1. Click on the  drop down list and select the *Document Outline* option. Your fact map is now displayed in a bulleted list. To change it back, simply select the *Fact Map* option from the  drop down list.
2. Once you've selected the layout you think looks best, click on the  button. You see the Print window displayed.
3. Select your preferred print options and then click on the **Print** button.




## 13. USING THE SPEECH INPUT FACILITY

In this section you'll learn how to:


- add user profiles
- create a document
- set up and use the Alternatives window.

To complete this section, you must ensure that:

- you're in a quiet room and are not likely to be distracted
- you've clicked on the  button and can see the Texthelp Speech Input window
- you've followed the instructions in 'Adjusting the microphone' in the online help to ensure that you've positioned your microphone correctly.

### Exercise 1 Adding your user profile

In this exercise you'll learn how to add your user profile to the Speech Input facility so that it can save your own personal voice settings.

1. Click on the  button.

You see the Speech Engine User Profile window displayed (Figure 13-1).

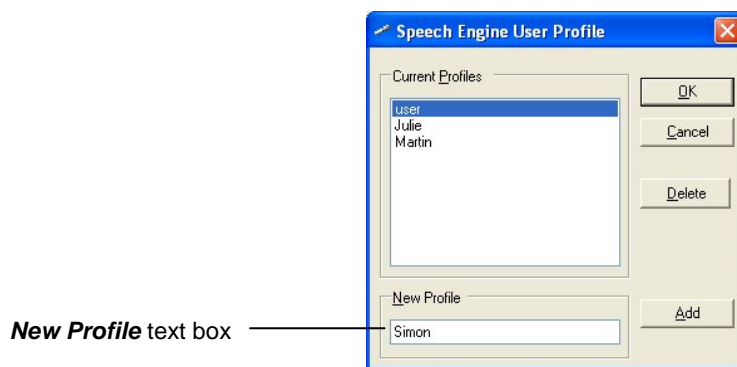


Figure 13-1 Speech Engine User Profile window


2. Type your name in the **New Profile** text box and then click on the **Add** button to add your user profile.

The first step in the Training Wizard is displayed.

3. Follow the on screen instructions to train the Speech Input facility to recognise your voice.

## Exercise 2 Creating documents

In this exercise you'll learn how to create documents using the Speech Input facility.

1. Click on the  button.

You see the Document Options window displayed (Figure 13-2).

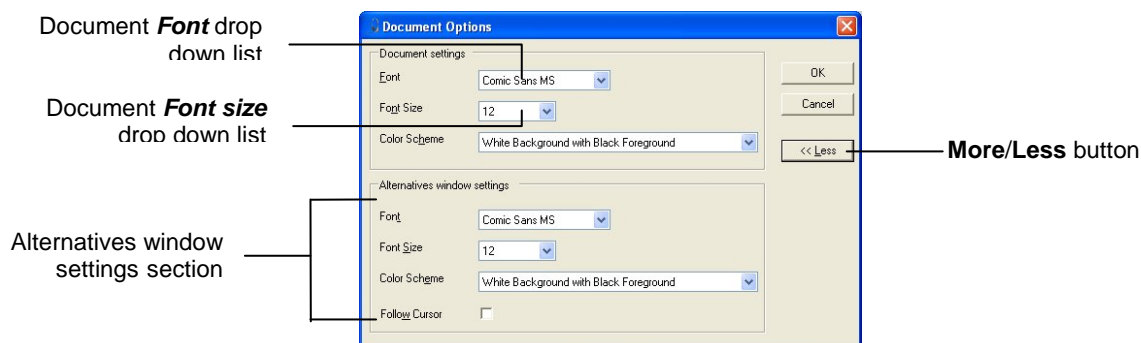







Figure 13-2 Document Options window


2. Select *Times New Roman* from the Document **Font** drop down list and **14** from the Document **Font Size** drop down list.
3. Click on the **OK** button to save the new settings and to close the Document Options window.
4. Make sure you can see the  button on the toolbar. If you can't see it, click on the  button.

5. Read the following text into the microphone:

**'Fred the frog sat on his old mushroom, very tired of his surroundings. One day, a turtle called Nemo walked slowly by his mushroom. Fred jumped down to say hello.'**

6. Click on the  button to hear the text read back to you. After a few seconds, click on the  button to stop the system from reading the text aloud. Click on the  button again to resume.

You notice that the Speech Input facility has difficulty pronouncing the name 'Nemo'.

7. Click on the  button.

You see the Add/Delete Words window displayed (Figure 13-3).

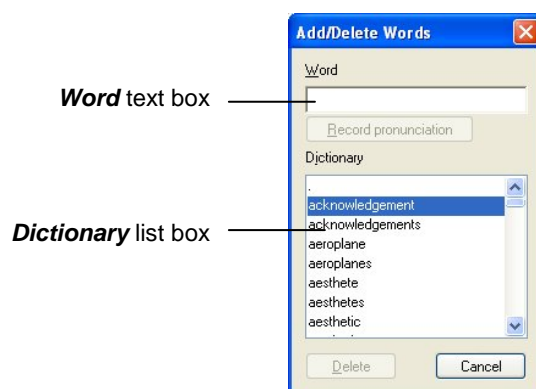




Figure 13-3 Add/Delete Words window


8. Type **Nemo** in the **Word** text box.
9. Click on the **Record pronunciation** button and then speak the word 'Nemo' into the microphone. The word 'Nemo' is added to the **Dictionary** list box.
10. Click on the  button to close the Add/Delete Words window and to return to the Speech Input window.
11. Click on the File menu and select **Save As**.  
The Save As window is displayed.
12. Type **Speech Input test** in the **File name** field.
13. Browse to the location in which you want to save the document and then click on the **Save** button.

### Exercise 3 Using the Alternatives window

In this exercise you'll learn how to use the Alternatives window to view a list of alternative words which you can then insert into your document.

 You can use the Document Options window (Figure 13-2) to change the Alternatives window display settings.



1. Click on the  button to enable the Alternatives window. Highlight the word 'jumped' in your document.  
You see the Alternatives window displayed.
2. Scroll through the list until you find the word 'leapt' and then double click on it.  
You see the word you highlighted in step 1 replaced with the word you've just selected.



## Additional Exercises


# 14. ADDITIONAL EXERCISES

In this section you'll learn how to:

- set up hotkeys
- set up autotext
- create syllable exceptions
- read text files and clipboard text
- edit phrases in the prediction database
- work with Fact Finder search engines.

### Exercise 1 Setting up hotkeys

You can set up hotkeys for each of the buttons on the Read&Write 8 Gold toolbar or for some of the menu options. In this exercise you'll learn how to set up your own hotkeys.

1. Click on the  drop down list on the toolbar and select *General Options*.

You see the Display tab of the General Options window. Click on the Hotkeys tab (Figure 14-1).

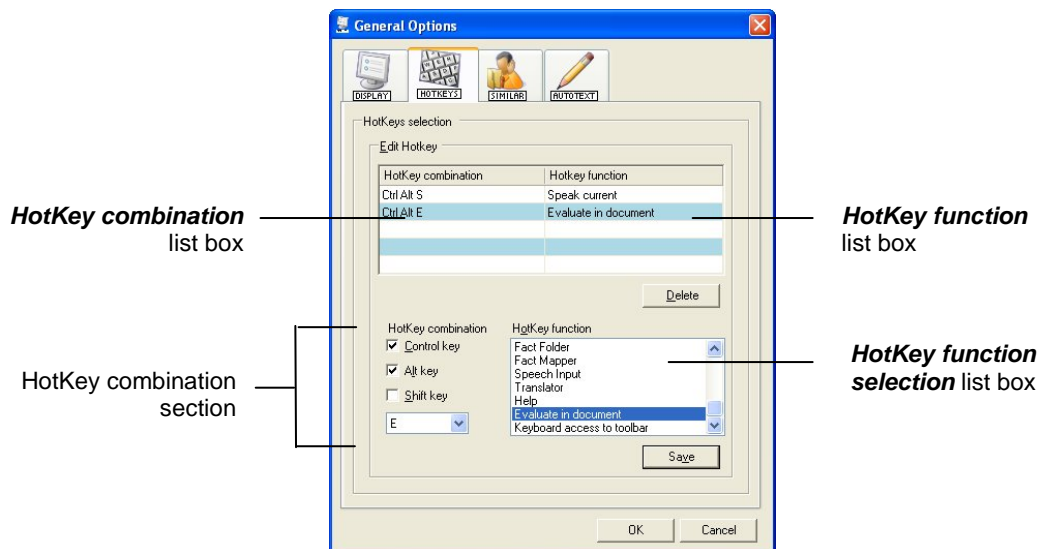



Figure 14-1 Hotkeys tab

2. Select the *Evaluate in document* option from the **HotKey function selection** list box.
3. Select the **Control key** and the **Alt key** check boxes in the HotKey combination section and then select 'E' from the **Keyboard keys** drop down list. If you click on the drop down list and press the **E** key on your keyboard, 'E' will be selected.

4. Click on the **Save** button.  
The entry is listed in the **HotKey combination** and **HotKey function** list boxes.
5. Select the *Speak current* option from the **HotKey function selection** list box.
6. Select both the **Control key** and **Alt key** check boxes and then select 'S' from the **Keyboard keys** drop down list.
7. Click on the **Save** button.  
The entry is listed in the **HotKey combination** and **HotKey function** list boxes.
8. Click on the **OK** button to save your settings and to close the General Options window.
9. Type **766/2** into a MS Word document and then highlight the sum.
10. Press the **Ctrl Alt** and **E** keys on your keyboard. The sum is evaluated in your document and the answer is inserted.
11. Click anywhere on the sum and then press the **Ctrl Alt** and **S** keys on your keyboard. You hear the sum read aloud.
12. Open the Hotkeys tab of the General Options window again and try setting up a few of your own hotkeys.

## Exercise 2 Setting up autotext

You can create short cuts for long pieces of text by giving them an abbreviation. You can then type the abbreviation into your document and Read&Write 8 Gold will automatically replace it with the text. In this exercise, you'll learn how to set up your own abbreviations.

1. Click on the  drop down list on the toolbar and select *General Options*.
2. You see the Display tab of the General Options window. Click on the Autotext tab (Figure 14-2).

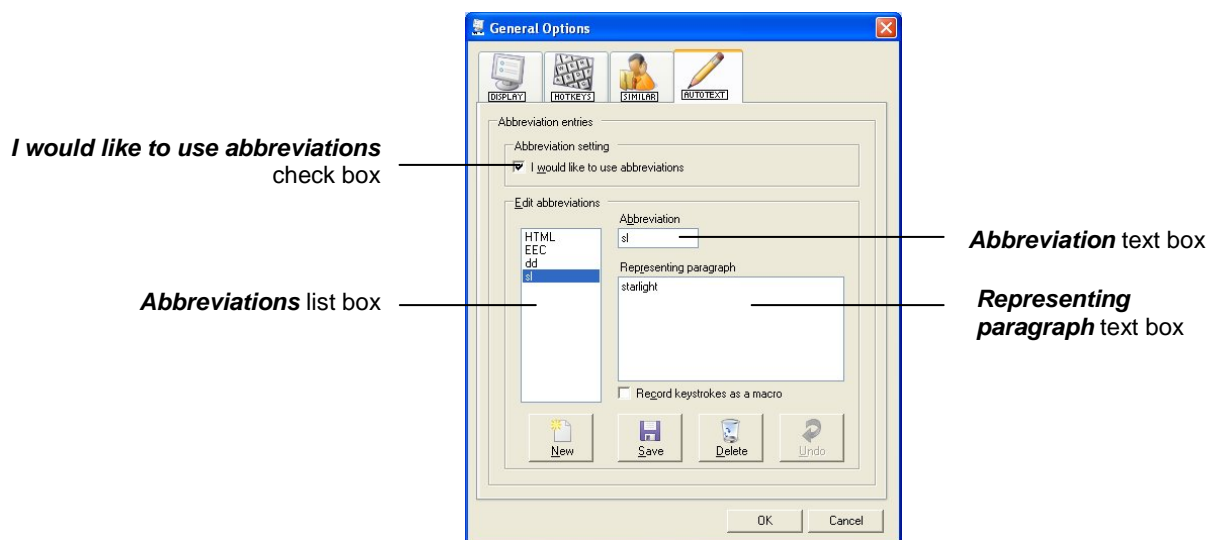



Figure 14-2 Autotext tab

3. Select the *I would like to use abbreviations* check box.

4. Type **sl** in the **Abbreviation** text box, then type **starlight** in the **Representing paragraph** text box and then click on the **Save** button.
5. Click on the **OK** button to save the new setting and to close the General Options window.
6. Type **sl** into your MS Word document and then press **Enter** on your keyboard.  
Note how the system automatically replaces the letters, 'sl', with the word 'starlight'.
7. Open the Autotext tab of the General Options window again and try setting up a few of your own abbreviations.

### Exercise 3 Creating syllable exceptions

In this exercise you'll learn how to teach the system to pronounce the word 'hungry' differently. You'll do this using the Pronunciation Tutor.

1. Type the word **hungry** into your document, highlight it and then click on the  button. Notice how the Pronunciation Tutor breaks the word into the syllables 'hun' and 'gry'.
2. Click on the Syllable Exceptions tab (Figure 14-3).

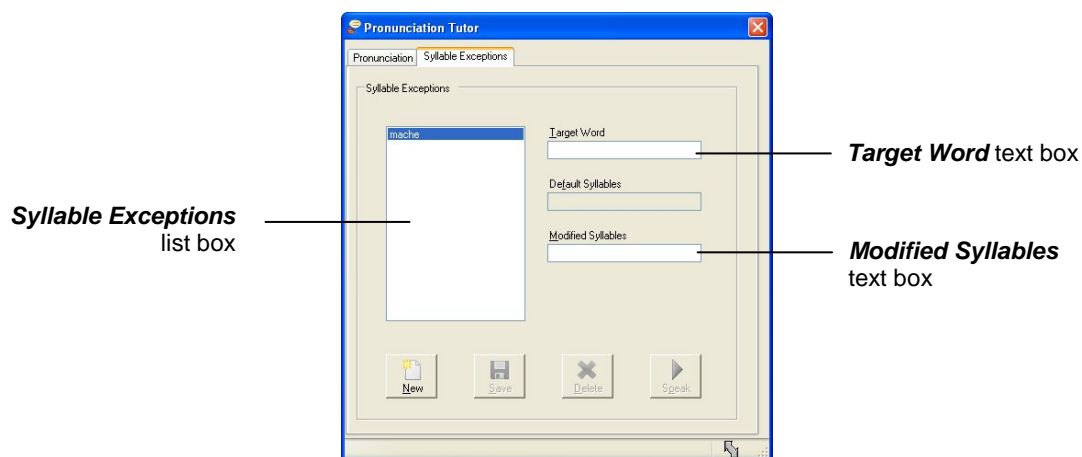



Figure 14-3 Syllable Exceptions tab

3. Click on the **New** button.
4. Type **hungry** into the **Target Word** text box and then type **hung-ry** into the **Modified Syllables** text box.
5. Click on the **Speak** button to hear the new pronunciation read aloud and then click on the **Save** button to add it to the **Syllable Exceptions** list box.
6. Click on the  button to close the Pronunciation Tutor window.


## Exercise 4 Reading text files and clipboard text

Before you begin this exercise, make sure you have a text file saved on your computer.

1. Type the following text onto a new line in your document:


**Start every day with an inspiring thought.**


2. Highlight the text and then right click and select *Copy* from the popup menu.

3. Click on the  drop down list on the toolbar. Point your cursor at *Open in Text Reader* and select the *From Clipboard* option from the menu.

You see the text you highlighted in step 1 displayed in the Text Reader window.

4. Click on the  button on the toolbar to hear the sentence read aloud.


5. Click on the  button to close the Text Reader window.

6. Click on the  drop down list on the toolbar, point your cursor at *Open in Text Reader* and select the *Text file* option from the menu.

You see the Select file to open in Text Reader window displayed.


7. Browse to the location in the directory where the text file is located, select the text file and then click on the **Open** button.

The text is imported into the Text Reader window.

8. Use the **Speech** buttons on the Read&Write 8 Gold toolbar as required and then click on the  button to close the Text Reader window.

## Exercise 5 Editing phrases in the prediction database

In this exercise you'll learn how to edit phrases in the prediction database. This means that when you next use the Prediction window to predict your next words, it will suggest words based on the phrases you've edited.

1. Click on the  drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Edit Lists tab (Figure 14-4).

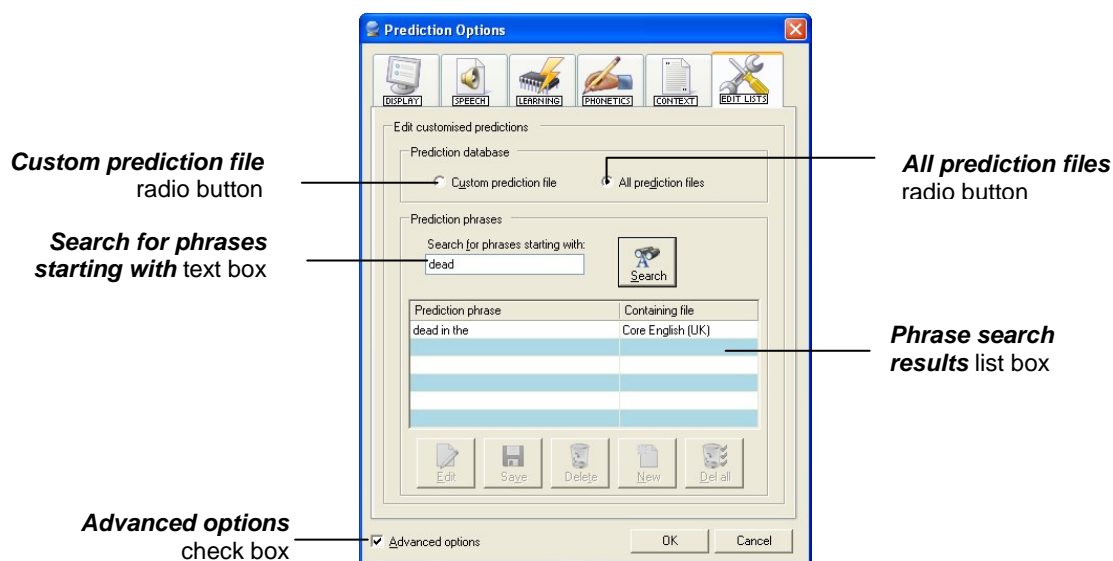
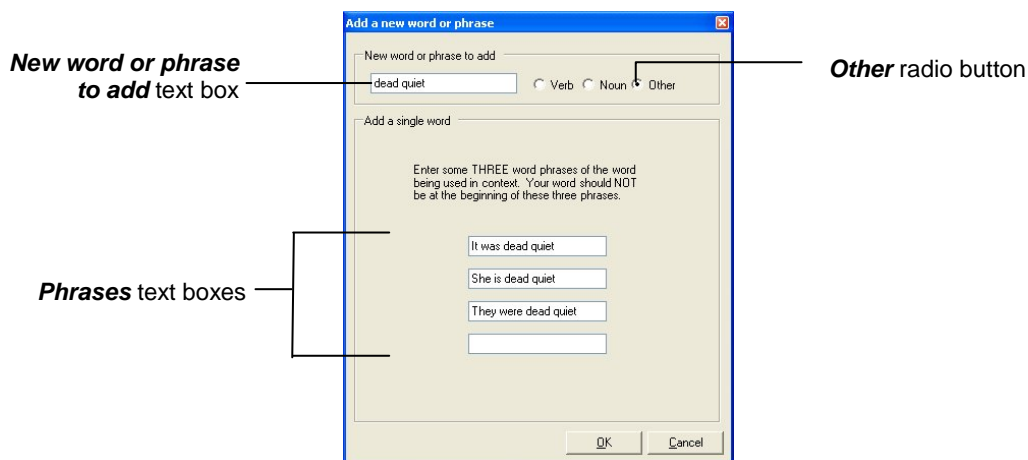


Figure 14-4 Edit Lists tab

2. Select the **All prediction files** radio button to specify that you want to search for a phrase in all available prediction databases.
3. Type the word **dead** into the **Search for phrases starting with** text box and then click on the **Search** button. You see a list of all the phrases containing the word 'dead' displayed in the **Phrase search results** list box.


You notice that the phrase 'dead quiet' is not listed. To add this phrase to the list:

4. Select the **Custom prediction file** radio button and then click on the **New** button. You see the Add a new word or phrase window displayed.
5. You must select the **Other** radio button because the phrase 'dead quiet' is an adjective. You see a second Add a new word or phrase window displayed (Figure 14-5).

Figure 14-5 Add a new word or phrase window (2<sup>nd</sup> window)


6. Type the phrase **dead quiet** into the **New word or phrase to add** text box and then type the following text into the first three **Phrases** text boxes:



- **It was dead quiet**
  - **She is dead quiet**
  - **They were dead quiet.**
7. Click on the **OK** button in both the Add a new word or phrase window and the Prediction Options window.
  8. Click on the  button and then type the following text into your document followed by a space: **It was dead**. Keep an eye on the Prediction window. You'll see the word 'quiet' listed. Click on 'quiet' or use the appropriate function key to insert it into your document.

## Exercise 6 Working with Fact Finder search engines

In this exercise you'll learn how to add new search engines to Fact Finder and search for facts using different search engines.

1. Click on the  drop down list on the toolbar and select *Fact Finder Options*.  
You see the Fact Finder Options window displayed (Figure 14-6).

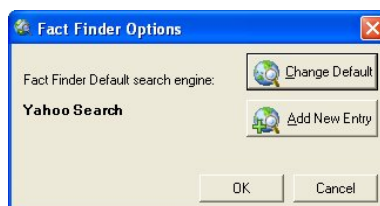

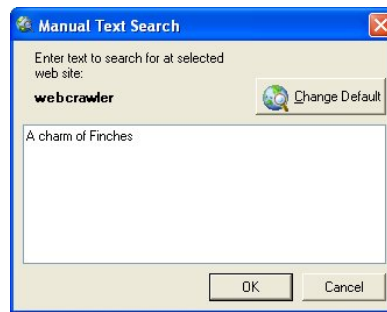


Figure 14-6 Fact Finder Options window

2. Click on the **Add New Entry** button.  
You see the first step in the Fact Finder - Add Website wizard.
3. Complete the wizard to add the 'Webcrawler' website (www.webcrawler.com). Make sure you add it to the 'General' website category.
4. Click on the  drop down list on the toolbar and point your cursor over *Search using*. You see a drop down list displaying the different categories of search engines available.
5. Point your cursor over *General* and select the *Webcrawler* search engine.  
You see the Manual Text Search window displayed (Figure 14-7).



*Figure 14-7 Manual Text Search window*

6. Type **A charm of Finches** in the text box provided and then click on the **OK** button. Your browser window opens displaying the search results for 'A charm of Finches' in Webcrawler.

## 15. USING THE TEACHER'S TOOLKIT

In this section you'll learn how to use the Teachers Toolkit to:

- set up feature sets
- set up new users and assign them feature sets
- add a new prediction file
- add dictionary definitions
- view users spelling logs
- view users activity logs.



*In order to complete these exercises you must have the Teachers Toolkit installed on your computer.*

You can also use the Teacher's Toolkit to change how words are pronounced by the system using the Say Like tab. For information on using the Say Like tab, refer to Exercise 2 on page 7.

To access the Teachers Toolkit, click on **Start** on the Windows desktop. Select *All Programs*, *Texthelp Systems*, then *Read And Write 8* and then *Toolkit*, as shown below:



Figure 15-1 Teachers Toolkit Menu

You see the User Settings tab of the Read and Write Teacher's Toolkit window (Figure 15-4).

### Exercise 1 Setting up feature sets

You can set up feature sets and then assign them to users. These feature sets determine which Read&Write 8 Gold features will be available to each student.

Let us start by setting up a feature set that'll allow you to use all of the Read&Write 8 Gold facilities.

1. Click on the Feature Sets tab (Figure 15-2).

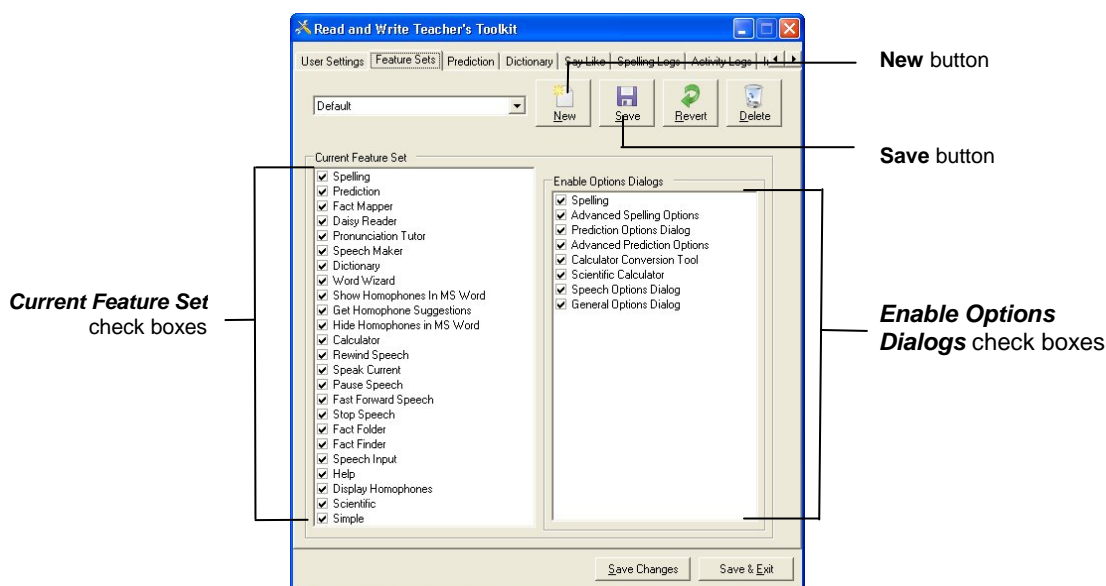


Figure 15-2 Feature Sets tab

- Click on the **New** button. You see the New Feature Set window (Figure 15-3).

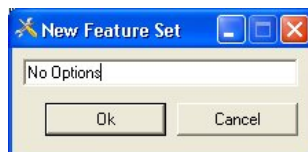


Figure 15-3 New Feature Set window

- Type **No Options** in the text box provided and then click on the **OK** button.  
All of the **Current Feature Set** check boxes and the **Enable Options Dialogs** check boxes are selected automatically when you add a new feature set.
- Deselect all of the **Enable Options Dialogs** check boxes to specify that you don't want users with this feature set to have access to any of the Read&Write 8 Gold Options windows.
- Click on the **Save** button. You've now set up a new feature set which will allow you to access all of the Read&Write 8 Gold facilities but none of the Options windows. Users with this feature set will therefore be unable to alter any of the default settings.

Now you need to make sure that the feature set is applied to the appropriate users. Complete the next exercise.

## Exercise 2 Setting up new users and assigning feature sets

When you add a new user you should assign them to a user group. This makes it easier to manage their account. Once you have done this you can assign a feature set to them.

Use the instructions below to create a new user group, assign a new user to this group and then apply the feature set you've just set up.

- Click on the User Settings tab (Figure 15-4).

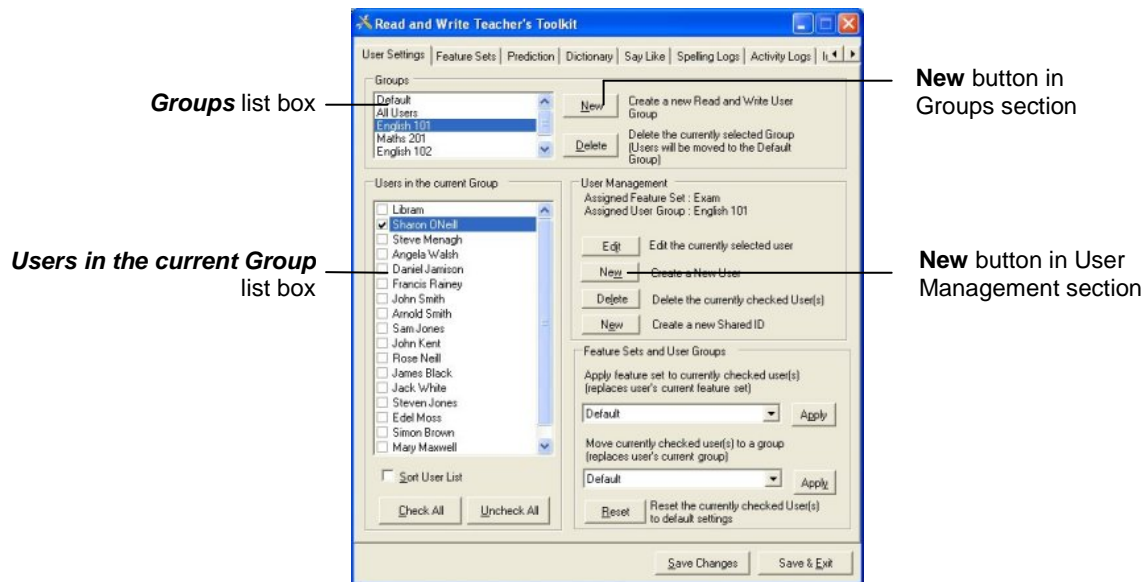


Figure 15-4 User Settings tab

- Click on the **New** button in the Groups section of the tab. You see the Create New User Group window (Figure 15-5).



Figure 15-5 Create New User Group window

- Type the text **Class 1A** in the text box provided and then click on the **OK** button. This user group is now listed in the **Groups** list box.
- Click on the **New** button in the User Management section of the tab. You see the Create a new User account window (Figure 15-6).

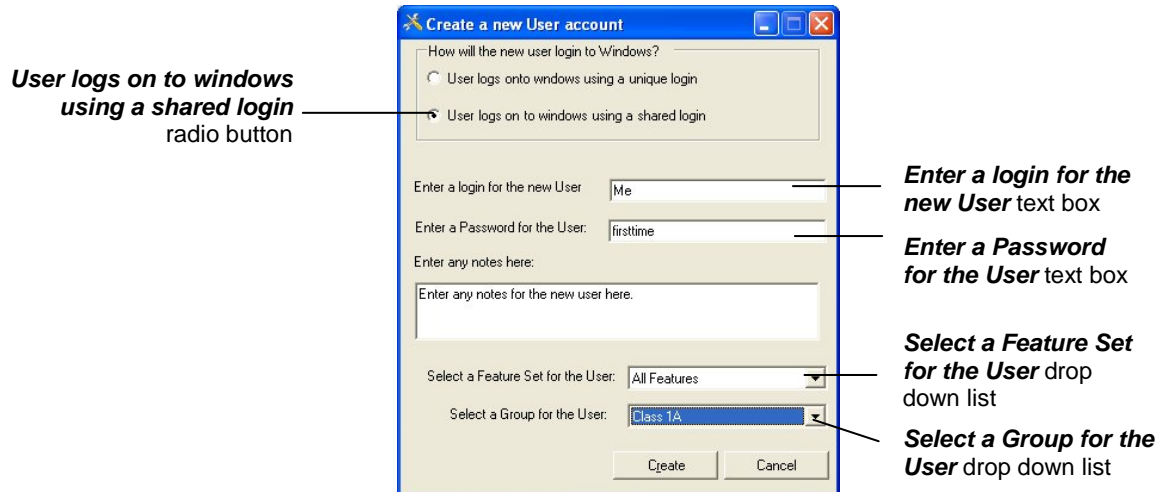


Figure 15-6 Create a new User account window

5. Select the **User logs on to windows using a shared login** radio button.
6. Type the word **Me** in the **Enter a login for the new User** text box.
7. Type the text **firsttime** in the **Enter a Password for the User** text box.
8. Select **No Options** from the **Select a Feature Set for the User** drop down list.
9. Select the **Class 1A** option from the **Select a Group for the User** drop down list.
10. Click on the **Create** button. You have now added your user account, assigned it to the Class 1A user group and applied the 'All Features' feature set to it.

It's easy to change the user group or feature set to which your user account is assigned, by simply selecting your user account check box in the **User in the current Group** list box and selecting a different user group/feature set from the Feature Sets and User Groups section of the tab.

### Exercise 3 Adding a new prediction file

In this exercise you'll learn how to add a new prediction file which can then be used by the Prediction facility to learn new words and phrases. You'll then specify to which user accounts you want to make this new prediction file available.

Before you begin this exercise, make sure you have a text file containing a comprehensive list of words and phrases, saved on your computer.

1. Click on the Prediction tab (Figure 15-7).

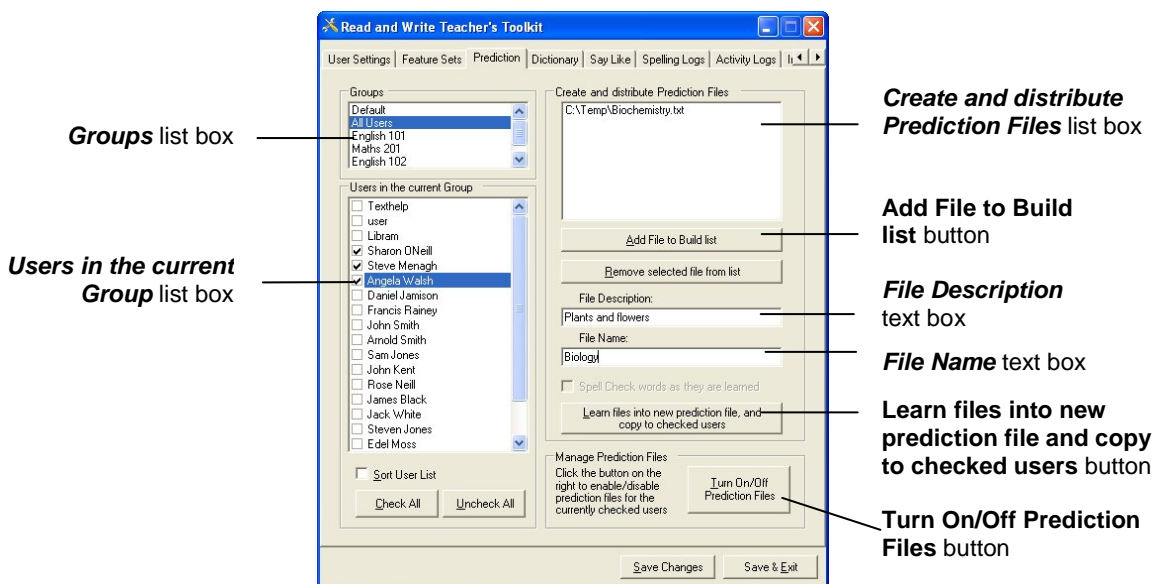



Figure 15-7 Prediction tab

2. Click on the **Add File to Build list** button.  
The Open window is displayed.
3. Browse to the location in the directory where the text file you want to add is located and then click on the **Open** button.


The name of the text file is added to the **Create and distribute Prediction Files** list box.

4. Type **Prediction test** in the **File Description** text box.
5. Type **Test Prediction file** in the **File Name** text box.
6. Select the **Check words as they are learned** check box. This will ensure that the text in the text file will be spell checked before it is added to the Prediction file.

 If you want to create a prediction file with very specialised terms and/or jargon you should keep the **Check words as they are learned** switched off.


7. Click on the Class 1A user group in the **Groups** list box.
8. Select the **Me** check box in the **Users in the current Group** list box.
9. Click on the **Learn files into new prediction file and copy to checked users** button.

The words and phrases in this text file will now be used by the Prediction facility to provide the specified user account with a list of possible words and phrases with which they can finish sentences as they type.

 You can enable and disable prediction files for different users by clicking on the **Turn On/Off Prediction Files** button and selecting the appropriate check boxes.

## Exercise 4 Adding your own dictionary definitions

In this exercise you'll learn how to add your own dictionary definitions.

 Any new definitions that you add will be added to current definitions and will be applied to all user accounts.

1. Click on the Dictionary tab (Figure 15-8).

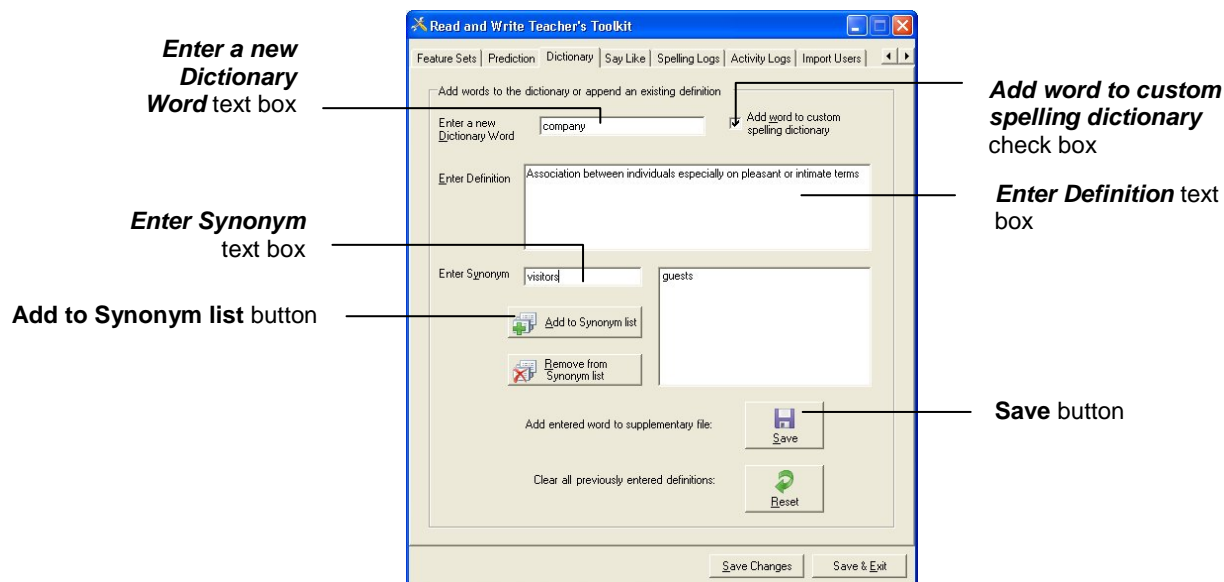


Figure 15-8 Dictionary tab

2. Type **Discombobulate** in the **Enter a new Dictionary Word** text box.
3. Select the **Add word to custom spelling dictionary** check box.
4. Type the following text in the **Enter Definition** text box:  
**Throw into state of confusion**
5. Type **upset** in the **Enter Synonym** text box and then click on the **Add to Synonym list** button.
6. Click on the **Save** button and then click on the **Yes** button when it asks you if you want to add the entered information as an additional definition.

## Exercise 5 Viewing a user's spelling log

To view a user's spelling log:

1. Click on the Spelling Logs tab (Figure 15-9).

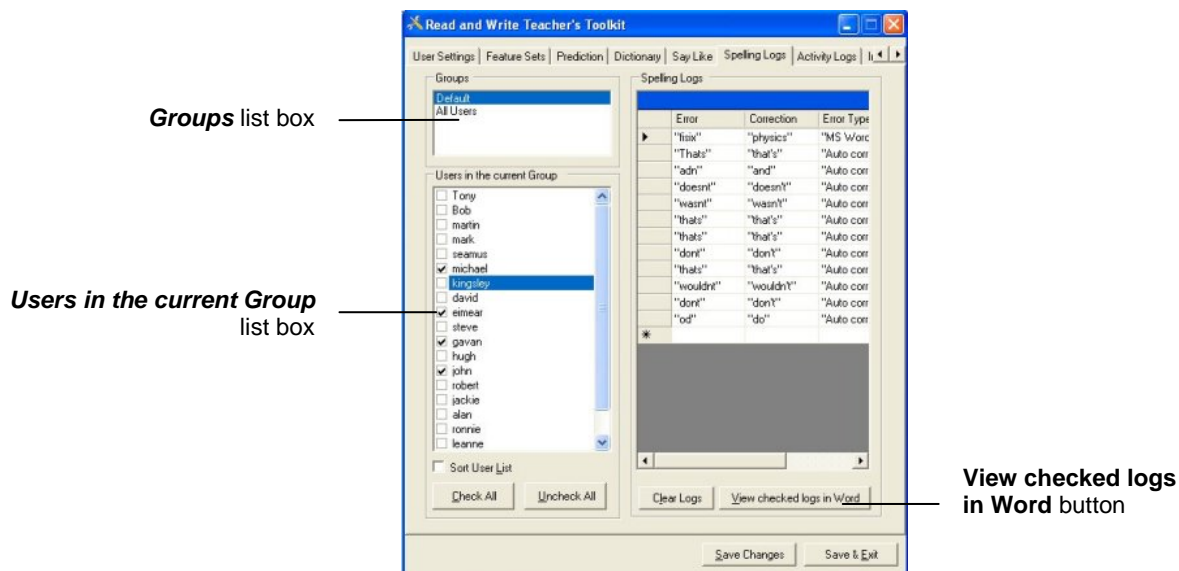


Figure 15-9 Spelling Logs tab

2. Click on the Class 1A user group in the **Groups** list box.
3. Select the **Me** check box in the **Users in the current Group** list box.  
You see a list of spelling errors you've made while using the 'Me' profile in the panel on the right of the Spelling Logs tab.
4. Click on the **View checked logs in Word** button.  
MS Word launches and you see your spelling log displayed in a new document.

## Exercise 6 Viewing a user's activity log

To view a user's activity log:

1. Click on the Activity Logs tab (Figure 15-10).



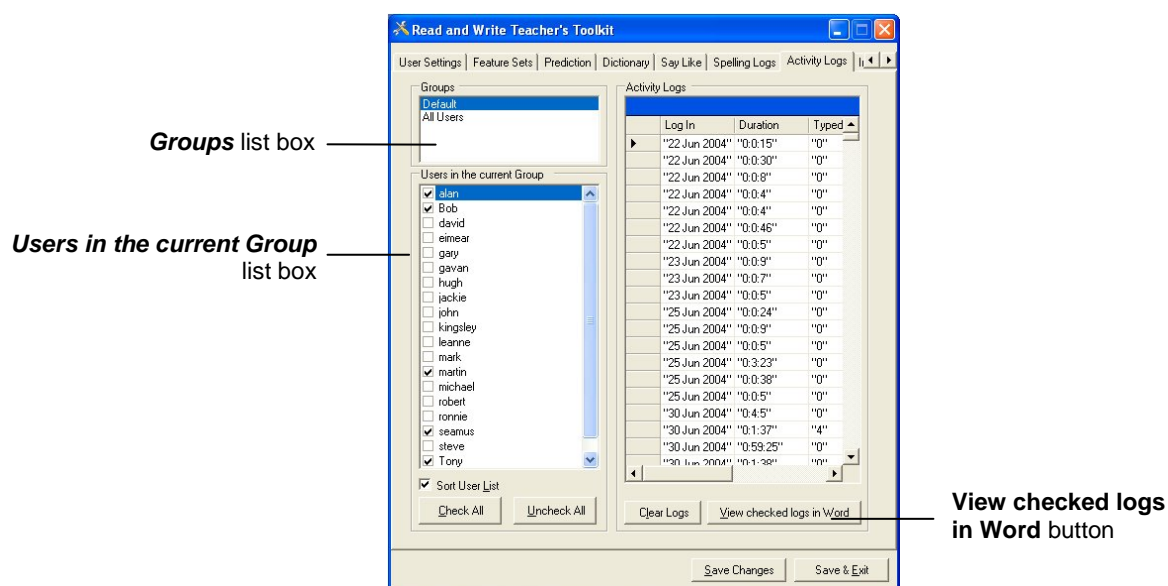


Figure 15-10 Activity Logs tab

- Click on the Class 1A user group in the **Groups** list box.
- Select the **Me** check box in the **Users in the current Group** list box.

You see the following information relating to your activities on the system in the panel on the right of the Activity Logs tab:

- Log In - time and date at which you logged on
  - Duration - duration of time spent on the system
  - Typed - number of words typed during each period
  - %Errors - percentage of errors made during each period
  - Learned Words - number of words learned during each period.
- Click on the **View checked logs in Word** button.
- MS Word launches and you see your activity log displayed in a new document.